

COUNTY OF SAN DIEGO – DEPARTMENT OF PURCHASING AND CONTRACTING
CONTRACT 533989 AMENDMENT 14

To Mental Health Systems (MHS), Inc.: Pursuant to the contract changes clause, you are directed to make the changes described herein to the Contract or do the following described work not included in the previous agreed on Statement of Work.

Title of Contract: Adult Drug Court Treatment and Drug Testing Program

Effective Date: December 31, 2015

Description of Contract Change(s) and/or Work to Be Done:

1. The contract term is extended by six months for the period of January 1, 2016 through June 30, 2016.
2. **Amend Exhibit A, Statement of Work, Adult Drug Court as follows:**
 - A. Revisions throughout the document:
 1. Replace all references to Department of Alcohol and Drug Programs (DADP) with Department of Health Care Services (DHCS).
 2. Replace all references to Alcohol and Drug Services (ADS) with Behavioral Health Services (BHS).
 3. Replace all www.sdads.org links to http://www.sandiegocounty.gov/content/sdc/ehsa/programs/bhs/technical_resource_library.html.
 - B. Section 2, Live Well San Diego, is revised.
 - C. Section 5, Definitions, are removed and added to the Alcohol and Other Drug Provider Operations Handbook (AODPOH).
 - D. Paragraph 6.1.1, regarding counselor certification requirements, is revised to replace the existing website link to <http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertification.aspx>.
 - E. Paragraph 6.1.1.1, regarding the counselor certification organizations, is revised to include the website link to <http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertificationOrganizations.aspx>.
 - F. Paragraph 6.1.4.1, Employees and Volunteers, is revised to replace the existing website link to <http://www.dhcs.ca.gov/provgovpart/Pages/SUDS-Compliance.aspx>.
 - G. Paragraph 6.15, Trafficking Victims Protection Act of 2000, is revised to replace the existing website link to <http://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>.
 - H. Paragraphs 7.16.1 through and including 7.16.2.5, are removed and revised to read "Reserved."
 - I. Paragraph 8.4, DATAR Drug and Alcohol Treatment Access Report, is revised to replace the existing website link to <http://www.dhcs.ca.gov/provgovpart/Pages/DATAr.aspx>.
 - J. Paragraphs 11.1 through and including 11.3, are removed and revised to reference Exhibit C.
 - K. Delete Attachment 2: Alcohol and Drug Services Program Facilities, Health, Safety, and Appearance Standards.
3. **Amend Exhibit A-1, Statement of Work, Reentry Court as follows:**
 - A. Revisions throughout the document:
 1. Replace all references to Department of Alcohol and Drug Programs (DADP) with Department of Health Care Services (DHCS).
 2. Replace all references to Alcohol and Drug Services (ADS) with Behavioral Health Services (BHS).
 3. Replace all www.sdads.org links to http://www.sandiegocounty.gov/content/sdc/ehsa/programs/bhs/technical_resource_library.html.
 - L. Section 2, Live Well San Diego, is revised.
 - M. Section 6, Definitions, are removed and added to the Alcohol and Other Drug Provider Operations Handbook (AODPOH).
 - N. Paragraph 7.7.1, regarding counselor certification requirements, is revised to replace the existing website link to <http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertification.aspx>.
 - O. Paragraph 7.7.1.1, regarding the counselor certification organizations, is revised to include the website link to <http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertificationOrganizations.aspx>.
 - P. Paragraph 7.7.1.1, Employees and Volunteers, is revised to replace the existing website link to <http://www.dhcs.ca.gov/provgovpart/Pages/SUDS-Compliance.aspx>.
 - Q. Paragraph 7.18, Trafficking Victims Protection Act of 2000, is revised to replace the existing website link to <http://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>.

- R. Paragraphs 8.16.1 through and including 8.16.1.7, are removed and revised to read "Reserved."
 S. Paragraphs 11.1 through and including 11.3, are removed and revised to reference Exhibit C.
 T. Delete Attachment 2: Alcohol and Drug Services Program Facilities, Health, Safety, and Appearance Standards.

4. Amend Exhibit C- Contract Budget to reflect the following changes:

- A. Amend signature page, Compensation Clause, to reflect the addition of \$808,135 for 1/1/16 to 6/30/16. See chart below:

	1. Contract Term	2. Current Contract Amount	3. Amendment Amount	4. New Total If Amended
Initial Contract Term Covered by E&E	07/01/10 – 06/30/11	\$ 1,066,443		\$ 1,066,443
Option Year One	07/01/11 – 06/30/12	\$ 1,530,939		\$ 1,530,939
Option Year Two	07/01/12 – 06/30/13	\$ 1,518,936		\$ 1,518,936
Option Year Three	07/01/13 – 06/30/14	\$ 1,567,603		\$ 1,567,603
Option Year Four	07/01/14 – 06/30/15	\$ 1,616,270		\$ 1,616,270
Additional Option Period (if any)	07/01/15 – 12/31/15	\$ 808,135		\$ 808,135
Additional 6 mo. Contract Period	01/01/16 – 06/30/16		\$ 808,135	\$ 808,135
Subtotal Cumulative Contract	07/01/10 – 06/30/16	\$ 8,108,326	\$ 808,135	\$ 8,916,461

4. Revised Exhibit A, Statement of Work, and Exhibit C- Budget, are attached. Changes to Exhibit A are notated by a line in the right margin.

All other terms and conditions remain in effect.

IN WITNESS WHEREOF, County and Contractor have executed this Amendment effective as of the date first set forth above.

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposed change is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work specified herein, and will accept as full payment for Fiscal Year 2015-2016 a total price not to exceed \$1,616,270. Contract time for completion remains unchanged.

Contract Total Price is not to exceed \$8,916,461.

By: KM
 KIMBERLY R. BOND, President
 Mental Health Systems, Inc.
 9465 Farnham Street
 San Diego, CA 92123
 Phone (858) 573-2600
 kbond@mhsinc.org

Date: 12/29/15

THIS AMENDMENT IS NOT VALID UNLESS
 SIGNED BY THE DEPARTMENT OF PURCHASING
 AND CONTRACTING.

Department Review and Recommended Approval:

By: Elizabeth (Pebble) Miller for John Oldenkamp
 JOHN OLDENKAMP, COR/Program Manager
 Behavioral Health Services

Date: 12/29/15

APPROVED:

By: Christine C. Lee for
 JOHN PELLEGRINO, Director
 Department of Purchasing and Contracting

Date: 12/30/15

COUNTY CONTRACT NUMBER 533989
COUNTY OF SAN DIEGO, HEALTH AND HUMAN SERVICES AGENCY
AGREEMENT WITH MENTAL HEALTH SYSTEMS (MHS), INC., FOR
THE ADULT DRUG COURT TREATMENT AND DRUG TESTING PROGRAM
EXHIBIT A - STATEMENT OF WORK

1. Scope of Work

Contractor shall establish and maintain a program to provide therapeutic evidenced based non-residential alcohol and other drug (AOD) treatment, and drug testing to serve non-violent adult male and female offenders who have been referred to Adult Drug Court. The Contractor will implement The Jump Start and Dual Recovery Track program enhancements and serve current Adult Drug Court clients with comprehensive bio-psychological assessments, intensive treatment, co-occurring disorder services, and wrap around recovery supportive services. Contractor shall use a comprehensive bio-psychological assessment, the GAIN (Global Appraisal of Individual Needs) assessment tool. The Contractor shall serve as a collaborative member of the Adult Drug Court Team. The Adult Drug Court Team includes the Adult Drug Court Judge, District Attorney, Public Defender, local law enforcement, program coordinator and the Contractor. The services outlined in this scope of work are to be located within the immediate boundaries of the Adult Drug Court for the Central San Diego Regional Center.

2. Background

An overwhelming number of drug-related cases on judicial docket, along with the knowledge that criminal recidivism usually accompanies drug offenders, led to the implementation of Adult Drug Courts in the late 1990s. Substance abuse is a major public health and safety problem impacting children, youth, families, and communities. The Adult Drug Courts have provided intensive treatment services to offenders with long histories of drug use and criminal justice contacts, previous treatment failures, and high rates of health and social problems. Adult Drug Court proceedings for non-violent drug offenders feature intensive Court supervision along with substance abuse treatment services, random urinalysis drug testing, and support in attaining employment and stable housing. All program and ancillary services as well as rewards and sanctions are coordinated by the Adult Drug Court Team. The program will support the target population in their efforts to be alcohol and other drug free and comply with Adult Drug Court Treatment and Drug Testing Standards incorporated herein by reference.

Live Well San Diego Vision: The County of San Diego Health and Human Service Agency agreements support *Live Well San Diego*. *Live Well San Diego*, developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving. All HHSA partners to this agreement, to the extent feasible, are expected to advance this vision, which was implemented in a phased approach. The first phase, *Building Better Health*, was adopted by the Board of Supervisors in 2010, and focuses on improving the health of residents and supporting healthy choices. The second phase, *Living Safely*, seeks to ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies. The third and final phase, *Thriving*, was adopted in 2014 and focuses on promoting a region in which residents can enjoy the highest quality of life.

Information about *Live Well San Diego* can be found on the County's website and a website designated to the vision:

http://www.sdcountry.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html and <http://www.LiveWellSD.org>

Live Well San Diego outcomes for this Statement of Work may be found in the following sections: 3.2.1 through 3.2.12

3. Goals, Outcome and Process Objectives

- 3.1. Goal. To graduate individuals who are drug-free, crime-free, legally-employed members of the community.
 - 3.1.1 Using the GAIN instrument complete a comprehensive biopsychosocial assessment with each Adult Drug court participant within the first 14 days of admission to the program.
 - 3.1.2 Provide comprehensive wrap-around services to Adult Drug Court participants upon admission.

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- 3.1.3 Provide referral to residential treatment services for Adult Drug Court participants.
- 3.1.4 Provide integrated treatment to Adult Drug Court participants who have co-occurring mental health and substance use disorders.
- 3.1.5 Implement an Adult Drug Court Alumni Program.
- 3.2. Outcome Objectives. Contractor shall meet the performance outcomes for the measures listed below for the Adult Drug Court in Central San Diego. Outcome measures may be adjusted at any time to reflect new Federal, State, and County outcome requirements.
 - 3.2.1. Complete Treatment. Sixty percent (60%) of Adult Drug Court participants will complete the program as measured by:
 - 3.2.1.1. Bring alcohol and other drug free for a period of time satisfactory to the Court prior to completing treatment;
 - 3.2.1.2. Completion of all required program services; and
 - 3.2.1.3. Documentation in the client's file that the referring Adult Drug Court has approved the discharge.
 - 3.2.2. No New Convictions. Ninety percent (90%) of clients who complete treatment shall have no new criminal activity resulting in a conviction, excluding minor traffic offenses, while participating in the program.
 - 3.2.3. Employment and Employment Preparation. Sixty-five percent (65%) of participants that have reached treatment completion will be employed or in employment preparation activities. Employment preparation activities shall include enrollment and attendance at a vocational or academic school, internships, other employment that develops employment skills and experience or pre-vocational training as measured by:
 - 3.2.3.1. Client self-report at discharge.
 - 3.2.4. Permanent Residence. One hundred percent (100%) of program graduates shall have a permanent living situation.
 - 3.2.5. Drug-Free Births. Eighty-five percent (85%) of all babies born to program clients shall be drug-free at the time of birth.
 - 3.2.6. Gain Assessment Time Period. Contractor shall complete a GAIN assessment with 100% of the Adult Drug Court participants within the first 14 days of admission to the program.
 - 3.2.7. Supportive Services. One Hundred percent (100%) of Adult Drug Court participants will be screened for supportive services within 14 days of admission.
 - 3.2.7.1. Seventy-five percent (75%) of Adult Drug Court participants will engage with supportive services within the first 30 days of program participation.
 - 3.2.7.2. Eighty percent (80%) of Adult Drug Court participants assessed as needing residential treatment services will be admitted to a residential treatment program within 7 days.
 - 3.2.8. Retention. Seventy-five percent (75%) of Adult Drug Court participants will remain in the program at least 90 days.
 - 3.2.8.1. Seventy percent (70%) of Adult Drug Court participants enrolled in residential treatment services will transition to the outpatient Adult Drug Court Treatment and Testing Program.

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- 3.2.8.2. Sixty percent (60%) of Adult Drug Court participants who receive residential treatment program services during the initial 90 days of the program, will complete the entire Adult Drug Court program.
- 3.2.9. Co-Occurring Disorder (COD) Services.
 - 3.2.9.1. Eighty percent (80%) of Adult Drug Court participants identified as having co-occurring mental health and substance disorders via the GAIN instrument will complete a comprehensive mental health assessment.
 - 3.2.9.2. Seventy percent (70%) of Adult Drug Court participants identified as having co-occurring mental health and substance use disorders will be enrolled in the Adult Drug Court Dual Recovery Track.
 - 3.2.9.3. Sixty percent (60%) of Adult Drug Court participants identified as having co-occurring mental health and substance disorders will remain in the program at least 90 days.
- 3.2.10. Successful Discharge with a Mental Health Diagnosis. Fifty percent (50%) of all participants with a co-occurring mental health diagnosis shall be successfully discharged as measured by:
 - 3.2.10.1 Alcohol and other drug-free for a period of time satisfactory to the court prior to successful discharge.
 - 3.2.10.2. Completion of all required program services.
 - 3.2.10.3. Documentation in the client's file that the referring Drug Court has approved the discharge.
- 3.2.11. Employment and Employment Preparation for Participants with a Mental Health Diagnosis. A minimum of eighty percent (80%) of successfully discharged participants with a co-occurring mental health diagnosis shall be employed or in employment preparation activities. Employment preparation activities shall include enrollment and attendance at a vocational or academic school, volunteer work, internships, or employment that develops employment skills and experience, or pre-vocational training.
- 3.2.12. Alumni Program
 - 3.2.12.1. Sixty percent (60%) of Adult Drug Court graduates will remain engaged in the Adult Drug Court Alumni Program for at least 6 months following program graduation.
 - 3.2.12.2. Fifty percent (50%) of Adult Drug Court graduates will remain engaged in the Adult Drug Court Alumni Program for at least 12 months following program graduation.
- 3.3. Process Objectives. The following process objectives are based on estimates of the client population to be served and modes of services required by clients. Contractor shall achieve the following process objectives:
 - 3.3.1 Assessment for living Assistance. Eighty percent (80%) of Adult Drug Court participants with co-occurring mental health diagnosis shall be assessed and screened for entitlement of living assistance allowances such as Social Security or Supplemental Security Income, for which they may be eligible, within ninety (90) days of admission to the Program.
 - 3.3.2 General Population. "Contractor shall provide a minimum capacity of services as listed below in Section 7.3, Program Services."
 - 3.3.2.1 During FY 13-14 contractor shall provide a minimum of six thousand four hundred twenty five (6,425) units of services annually and serving an average of approximately fifty (50) clients on a daily basis.

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- 3.3.2.2 During FY 14-15 contractor shall provide a minimum of four thousand five hundred fifty two (4,552) units of services annually and serving an average of approximately thirty four (34) clients on a daily basis.
- 3.3.3 Drug Medi-Cal. Contractor shall provide a minimum capacity of services as listed below in Section 7.3, Program Services.
 - 3.3.3.1 During FY 13-14 contractor shall provide a minimum of three thousand two hundred seventeen (3,217) units of services annually and serving an average of approximately thirty (30) clients on a daily basis.
 - 3.3.3.2 During FY 14-15 contractor shall provide a minimum of six thousand five hundred twenty eight (6,528) units of services annually and serving an average of approximately fifty one (51) clients on a daily basis.
- 3.4 Program Capacity Guidelines. Program Capacity Guidelines are utilized to determine the amount of clients to be served at the contracted facility before a waitlist is started. Recommendations for ratio of counselor-to-client caseload when serving the identified populations is 1 to 25.
 - 3.4.1 During FY 13-14 the program capacity for this contract has been identified as eighty (80) treatment clients on a daily basis.
 - 3.4.2 During FY 14-15 the program capacity for this contract has been identified as eighty five (85) treatment clients on a daily basis.
- 4. Program Services Description
 - 4.1 Target Population. Contractor shall provide services to a target population of non-violent male and female offenders, with a history of drug abuse, who have been referred to treatment by the Adult Drug Court.
 - 4.2. Geographical Service Area. Program service shall be provided in the Central San Diego of San Diego County.
 - 4.3. Project location and hours of operation
 - 4.3.1 Contractor shall provide all facilities, facility management, supplies, and other resources necessary to establish and operate the program.
 - 4.3.1.1 Space. The facility shall have sufficient space for the services and activities specified in this Statement of Work, staff and administrative offices. The facility shall also include:
 - 4.3.1.1.1 Facilities and Program Related Permits, Licenses, Certifications. Contractor shall maintain all Federal, State, and locally-required facilities and program-related permits, licenses, and certifications necessary for the operation of the programs in the facilities. Residential and non-residential treatment programs must maintain current program certification through the California Department of Health Care Services.
 - 4.3.2. Contractor's businesses located at the addresses below shall be accessible by public transportation and in compliance with Americans with Disability Act (ADA) and California State Administrative Code Title 24. Program services shall be open for business a minimum of forty (40) hours per week. Contractor shall not change the hours of operation or the location from the address below without prior written approval from the Contracting Officer's Representative (COR). Prior to any change in location, the COR reserves the right to conduct a site visits (s), inspect facility plans, and approve the location an any budget and /or services delivery impact which may result from the proposed move to a new location /facility.

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Central San Diego Center for Change
3340 Kemper Street, Suite 101/209, San Diego, CA 92110
Phone 619.758.1433
Fax 619.758.1412

5. Definitions

Please refer to the Alcohol and Other Drug Provider Operations Handbook (AODPOH) located online at the BHS Technical Resource Library.

http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html

6. General Requirements for Services Delivery

6.1 **Staff Requirements.** Contractor shall administer, staff, and provide management systems and procedures for programs. Contractor shall recruit, hire, train, and maintain staff qualified to provide required services.

6.1.1 **Licenses and Certifications.** Staff providing services are required to comply with the California Department of Health Care Services (DHCS) Counseling Certification Standards, incorporated into this document by reference
<http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertification.aspx>.

6.1.1.1 All non-licensed and non-certified individuals providing counseling in an BHS contracted treatment program licensed and/or certified by DHCS must be registered with one of the approved certifying organizations (<http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertificationOrganizations.aspx>) within six (6) months from the date of hire to obtain certification as an AOD counselor. Registrants shall complete certification as an AOD counselor within five (5) years of the date of registration. A minimum of 30% of staff must be certified, as identified in counseling certification standards.

6.1.1.2 **Exception to Qualification Requirement.** Staff actively working toward certification such as outlined above, with at least one-year experience in alcohol and drug services, who receive formal supervision from an on-site staff person meeting the previously defined qualification criteria.

6.1.1.3 **Life Experience.** All staff and volunteers must be free of probation and/or parole supervision for a minimum of one (1) year.

6.1.2 **Qualification Documentation.** Contractor shall maintain copies of resumes and any supporting documentation which demonstrates that personnel assigned to the program meet DHCS' certification standards, if providing treatment services. Such documentation shall be maintained in the personnel file for all personnel hired under this Agreement by the last day of the first full month of employment, and shall be available for County monitoring purposes.

6.1.3 **Drug Testing.** Employees and volunteers shall be drug tested prior to hire. Drug test results shall be negative for illegal drug use, including marijuana. Results shall be maintained in the personnel file. Contractor shall include a signed release by the employee/volunteer, per the Health Insurance Portability and Accountability Act (HIPAA) that allows for drug testing information to be kept in the personnel file.

6.1.4 **Tuberculosis (TB) Testing.** Tuberculosis information can be found at the following website: http://www.sdcounty.ca.gov/hhsa/programs/phs/tuberculosis_control_program/guidelines_additional_resources.html. Contractor shall follow TB testing guidelines for all employees and client residents as indicated below. Forms can be located at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html.

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- 6.1.4.1 Employees and Volunteers. Contractor shall conduct TB testing for employees and volunteers by following the California Alcohol and Drug Programs standards for TB as indicated by the following website: (<http://www.dhcs.ca.gov/provgovpart/Pages/SUDS-Compliance.asp>). Employees and volunteers shall be tested for TB prior to hire and shall be free of active disease as documented by a negative skin test or medical clearance, such as a negative chest x-ray, completed within the sixty (60) days prior to hire date. Employees and volunteers must be tested annually following hire. Results shall be maintained in the personnel file.
- 6.1.4.2 Residents/Clients. Every resident/client at an alcohol and drug treatment program shall, prior to admission, be screened utilizing the standardized TB Screening Questionnaire for the signs and symptoms of tuberculosis, and shall be determined to be free from active tuberculosis. Results shall be maintained in the resident/client file. Contractor shall include a signed release by the resident/client per the Health Insurance Portability and Accountability Act (HIPAA) that allows for TB information to be kept in their file (forms are located at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html).
- 6.1.4.3 TB Services. Contractor shall make information about TB services available to each individual admitted to the program for alcohol or other drug treatment. TB information shall include information regarding counseling, testing, and medical treatment.
- 6.1.4.4 Persons Denied Program Admission. Contractor shall refer all persons in need of TB treatment and denied admission to the program to an agency providing TB services. Contractor shall provide information about TB counseling services to persons denied admission.
- 6.1.5 Contractor shall perform linkage and referrals to community-based organizations including, but not limited to, primary care clinics and complementary healing centers and organizations, faith-based congregations, ethnic organizations and peer-directed programs such as Clubhouses.
- 6.1.5.1. Within twelve (12) months of contract execution, Contractor shall establish agreements with faith-based congregations in the Central Region specific to education, linkage and/or services and make available to clients.
- 6.1.5.2. 100% of clients requesting to be linked to any faith-based congregation shall be connected to the client's organization of choice.
- 6.1.5.3. Referrals and linkages made to the faith congregation shall be documented in the client record.
- 6.2 Program Staffing. Contractor shall develop program staffing policies and procedures to meet the following listed requirements:
- 6.2.1 Emergency Care Training. All program staff, including program volunteers who work more than thirty (30) days and are not under immediate supervision of trained staff, shall have current certified First Aid and Cardio-Pulmonary Resuscitation (CPR) training (including infant CPR). New staff shall be trained within three (3) months of the date of hire. Verification of certification shall be placed in the employee's personnel file.

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- 6.2.2 On-site Manager/Director. Contractor shall provide a full-time on-site program manager or director for each program. If the program manager is also serving as the program coordinator, time may be divided between administration and direct services.
- 6.2.3 Personnel. Contractor shall hire only qualified personnel to provide the required services. Contractor may use program volunteers and alumni in the program. At no time shall active clients in any contracted program be hired by the program or assume staff responsibilities.
- 6.2.4 Review and Comment on the Qualifications of Supervisory Level Staff. Contractor shall submit resumes and supporting documentation for candidates under consideration for hire at the supervisory level to the COR or his designee. The COR or his designee will review and comment on the candidates qualifications prior to selection. Should the COR or his designee choose to provide written comments, the comments shall be provided within five (5) days of receipt of candidates' resumes and supporting documentation.
- 6.2.5 Ethical and Legal Standards. Contractor shall develop and implement policies, procedures, and training protocols that ensure that its employees adhere to the highest ethical and legal conduct standards when performing work under the terms and conditions of this contract.
- 6.2.6 Management and Staff Development. Contractor shall develop and maintain a management staff development plan. The plan will be up-dated annually provided to the COR by July 30th. Reports on management and staff progress will be provided to BHS at least semi-annually.
- 6.2.7 Sexual Contact. Sexual contact shall be prohibited between clients and the program staff, including members of the Board of Directors. A written statement explaining the sexual contact policy shall be included in every client's rights statement given at admission to a program. Contractor shall include a statement in every personnel file noting that the employee has read and understood the sexual contact prohibition. The policy shall remain in effect for six (6) months after a client is discharged from services, or a staff member terminates employment.
- 6.3 Complaint Policy. Contractor shall assure that clients have access to a complaint policy. The policy shall explain how complaints are resolved and, at a minimum, contain the following elements:
- 6.3.1 Who handles the complaint?
- 6.3.2 Appeal process in the event that complainant is not satisfied with first-level decision.
- 6.3.3 Method for tracking complaints, including follow-up.
- 6.3.4 Timeline for complaint resolution.
- 6.3.5 Procedures to be employed in investigating and resolving complaints.
- 6.3.6 A copy of the complaint policy shall be conspicuously displayed in an area accessible to all clients.
- 6.4 Interpreter Services for the Deaf, Hard of Hearing, and Late Deafened. Contractor shall provide for professional certified interpreter services as needed for deaf, hard of hearing, and late-deafened participants to facilitate complete communication and to ensure provision of appropriate and confidential treatment and recovery services.
- 6.5 Culturally and Linguistically Appropriate Services (CLAS): To ensure equal access to quality care by diverse populations, each service provider receiving funds from this contract shall adopt the federal Office of Minority Health (OMH) Culturally and Linguistically-Appropriate Service (CLAS) national standards. The National CLAS standards are located at: <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlid=15>

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- 6.6 Internal Program Review and Evaluation. Contractor shall conduct an internal review and evaluation at least once every fiscal year as it relates to this Statement of Work. Results of the review and any plans for correction shall be available for review by the County of San Diego.
- 6.6.1 COR or designee shall review results during the scheduled site visit(s).
- 6.7 Notification of Key Personnel Changes. Contractor shall notify the COR within seventy-two (72) hours when there is a change in key personnel (direct service and management staff), funded by the Agreement.
- 6.8 Client Satisfaction Survey. Contractor shall conduct annual client satisfaction surveys during the term of the Agreement. Forms can be found at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html. The first annual client satisfaction survey shall be conducted within six (6) months of the effective date of this Agreement.
- 6.8.1 Submission of Findings. Contractor shall conduct the survey, compile the data, and submit report findings to the COR within sixty days (60) from the survey's initiation.
- 6.8.2 Response Rate. Contractor shall specify the total number of participants who responded to the survey compared to the total number of participants served.
- 6.8.3 Improvement of Services. In areas of the survey that are rated "below average" by fifty (50%) or more of the clients, a plan for improvement shall be developed and implemented. The plan shall be submitted to the COR within sixty days (60) from the survey's initiation.
- 6.9 Funding Restrictions. Contractor shall not solicit or accept payments, contributions, or donations from any business or organization primarily engaged in the manufacture, distribution or wholesale or retail sale of alcoholic beverages.
- 6.10 Client Confidentiality. Contractor shall comply with Federal client confidentiality regulations (Confidentiality of Drug and Alcohol Patient Information – 42 U.S.C. 290dd-2; 42 C.F.R Part 2), and all applicable Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. The confidentiality of all client information shall be maintained at all times except as disclosure of such information is authorized by contract provisions, prearranged agreement with the client, or required by the Adult Drug Court.
- 6.11 Restrictions on Salaries. No part of any federal funds provided under this Contract shall be used by the Contractor or any subcontractors to pay the salary of an individual at a rate in excess of Level 1 of the Executive Schedule. Salary schedules may be found at <http://www.opm.gov/oca>.
- 6.12 Smoking Prohibition Requirement. Contractor shall comply, and require that subcontractors comply, with Public Law 103-227, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by an entity and used to provide services to children under the age of eighteen (18).
- 6.13 Inventory. Contractor shall submit an inventory of fixed assets and minor equipment purchased under a cost reimbursement contract each year at renewal of contract term to the COR.
- 6.14 Disaster Preparedness. Contractor must identify the primary program contact for emergency/disaster communication and any succession of authority should the primary contact be unavailable. Emergency/Disaster contacts must be made known to the COR within fifteen (15) days of start of contract, or whenever there is a change in contact person.
- 6.14.1 Contractor shall contact their COR if there is an evacuation or relocation of services during the provision of services. COR must grant approval for any discontinuation of services.

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- 6.14.2 Funding sources specify that funding can only be claimed for services in support of contracted activities. Redirection of staff to other non-evacuation/emergency activities during an emergency/disaster may cause their time to be non-reimbursable, depending on funding availability and regulations. Note that discontinuation of non-residential services shall, in cost reimbursement programs, result in staffing and other service costs being ineligible for reimbursement during the period of program closure. Fixed price and pay for performance contracts may also be reduced if pay points are not achieved or deliverables are interrupted.
- 6.15 Trafficking Victims Protection Act of 2000. Contractor shall comply with Section 106(g) of the Trafficking Victims Protections Act of 2000 as amended (22 U.S.C. 7104). For full text of the award term, go to: <http://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>.
- 6.16 Serious Incident and Unusual Occurrence Reporting. Contractor shall adhere to the reporting guidelines and utilize reporting forms located at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html.
- 6.17 Trauma Informed Care. Contractor's program and services shall be "trauma-informed" and accommodate the vulnerabilities of trauma survivors. Services shall be delivered in a way that will avoid inadvertently re-traumatizing clients and facilitate client participation in treatment. Contractor's trauma-informed program and services shall include: Screening of Trauma; Consumer Driven Care and Services; Trauma-Informed, Educated and Responsive Workforce; Provision of Trauma-Informed, Evidence-Based and Emerging Best Practices; Safe and Secure Environments; Community Outreach and Partnership Building; and, Ongoing Performance Improvement and Evaluation.
- All clinicians shall use current screening and assessment tools that include questions regarding trauma upon admission.
- 6.18 HIV Services. Contractor shall provide Human Immunodeficiency Virus (HIV) information and referral services for each individual admitted into the program. Contractor shall use designated BHS HIV services contractor for assessment for HIV risk behavior, provision of HIV prevention education, and referral for HIV counseling and testing.
- 6.19 Operational Procedures. Contractor shall develop and maintain written Operational Procedures in accordance with current State of California Standards and the most current and appropriate HHSA requirements. The written procedures and all updates shall be provided to all employees charging staff hours to this Agreement. The written procedures shall be submitted to the COR upon request. Changes to a program's functions require a written change to the Operations Procedures. Contractor may prepare additional written procedures not in conflict with this Agreement.
- 7 Specific Requirements for Service Delivery**
- 7.1 Program Standards. Contractor shall meet all requirements specified in the Adult Drug Court Treatment and Testing Program Standards (Program Standards), dated July 1, 2005, incorporated into this agreement by reference and applicable revisions. Forms can be located at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html.
- 7.2 Program Length. Contractor shall provide eighteen (18) months of program services to Adult Drug Court clients. The eighteen-month program shall be divided into phases, each with a specific focus, level of intensity and required services, as detailed in the Program Standards. Program length may vary with Adult Drug Court Team approval for phase acceleration and advancement.
- 7.3 Program Services. Contractor shall provide the following non-residential, non-medical treatment and ancillary services, as detailed in the Program Standards:
- 7.3.1 Orientation and Intake

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- 7.3.2 Client Assessment
 - 7.3.3 Education Sessions
 - 7.3.4 Individual and Group Counseling
 - 7.3.5 Referral to Detox and Residential Services
 - 7.3.6 Self-Help Groups
 - 7.3.7 Employment and Education/Training Referrals
 - 7.3.8 Support Services
 - 7.3.9 Exit Plan
- 7.4 Dual Recovery Track. Contractor shall provide integrated co-occurring (substance abuse and mental health) disorder treatment services for clients who exhibit mental health issues. Contractor shall serve clients who have been screened and assessed for co-occurring disorders into structured treatment services including but not limited to group counseling and education, individual counseling, group therapy sessions, and life skills training.
- 7.5 Alumni Program. Contractor shall create an Alumni Care Plan that provides on-going support and follow-up with Adult Drug Court clients upon their graduation from program. The Alumni Care Plan shall outline each client's care plan to support their transition from the program upon graduation and their compliance with their individual recovery plan. Contractor shall maintain regular contact with each graduate either by telephone, face-to-face contact or during Contractor sponsored Alumni group meetings. Contractor shall also encourage program graduates to serve as peer mentors for newly enrolled Adult Drug Court clients.
- 7.6 Evidence Based Practices. Contractor shall utilize evidence based practices including but not limited to Motivational Interviewing (MI), Contingency Management (CM), Cognitive Behavioral Therapy (CBT), and Relapse Prevention Techniques (RPT) as a component of the Adult Drug Court's therapeutic alliance in providing substance abuse treatment to individuals with co-occurring mental health disorders.
- 7.7 Gain Assessment Tool. Contractor shall provide comprehensive bio-psychological assessment for each Adult Drug Court client who are being considered for Drug Court participation using the GAIN assessment tool. Contractor shall not modify, replace or supplement GAIN assessment tools unless authorization is given by the COR in writing.
- 7.8 Jump Start Program. Contractor shall provide intensive wraparound recovery supportive services for the initial 30 days of program participation during which time the client and Drug Court team will assess if the program is a suitable fit for the individual's needs. If the prospective client is determined not suitable for the program based on information from the assessment process, the Contractor will advise the Drug Court Team during its weekly meetings. For clients enrolled into the program, the Contractor shall provide intensive treatment services including residential care for the initial 90 days of program participation. Contractor shall provide the COR a quarterly narrative report on their progress with Jump Start Program implementation.
- 7.9 Services for Individuals with Co-Occurring Disorders. In accordance with the Health and Human Services Agency Co-occurring Psychiatric and Substance Abuse Disorders Consensus Document (dated August 16, 2007, or as subsequently updated) all BHS programs shall be welcoming to individuals with co-occurring disorders by posting approved Welcoming Statement and by providing materials, brochures, posters and other appropriate information regarding co-occurring disorders. Individuals shall receive a helpful and appropriate response whether the help they seek is voluntary or court mandated. Contractors shall have capacity at a minimum to screen and refer clients/residents with co-occurring disorders to identified co-occurring treatment.

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- 7.9.1 Each organization shall have a minimum of one current staff person complete the Comprehensive, Continuous, Integrated System of Care (CCISC) CADRE, within the life of contract.
- 7.9.2 Completion of CCISC CADRE. When an Agency has completed the Comprehensive, Continuous, Integrated System of Care (CCISC) CADRE change agent training they shall, in addition to being welcoming, be expected to meet the following minimum requirements:
- 7.10.2.1 Contractor shall use an BHS approved tool to measure progress toward co-occurring capability or enhancement and shall identify specific objectives that are measurable and achievable in that time frame. Each program shall document what actions they are taking toward co-occurring capability or enhancement, at a minimum annually and submit to the COR by May 15th of every option year.
- 7.10.2.2 Annual development of Quality Improvement Action Plan for achievement of progress, in consultation with COR and/or designee, identifying Agency or Program specific objectives that are measurable and achievable to be reviewed at the time of site visit.
- 7.10.2.3 Ongoing Agency participation in CADRE committees and activities, following CADRE change agent training completion.
- 7.10 Communicable Disease Information, Education, and Prevention. Contractor shall provide information, education and prevention services on the following communicable diseases for each individual admitted to the Program: Human Immunodeficiency Virus (HIV), Tuberculosis (TB), Hepatitis, and Sexually Transmitted Infections (STIs).
- 7.10.1 Coordination with Other Agencies. Contractor shall coordinate with other agencies to facilitate presentations. For program clients who are positive for the diseases referenced above in 7.7, Contractor shall coordinate on-site and off-site counseling, testing, intervention, medical evaluation and treatment, case management and pharmaceutical therapy programs that assist clients in preserving their immune system function.
- 7.10.2 Staff Training. Contractor shall ensure that all employees and volunteers receive training in the diseases referenced in 7.7 above, methods of preventing transmission, confidentiality requirements, and available communicable disease-related resources that are appropriate for the programs' clients.
- 7.11 Subcontracted Services. Contractor shall provide short-term detoxification and residential treatment services, as funds allow, through subcontracts with medical and non-medical, community-based providers.
- 7.11.1 Contractor is responsible for administration and monitoring of subcontracts, and payment of all subcontractor claims. Subcontracts shall address such items as how referrals will be made, drug testing, and reporting responsibilities and requirements regarding client progress and critical program incidents.
- 7.11.2 The proposed content and format of a representative subcontract and service reimbursement rates shall be reviewed and approved by the COR prior to implementation.
- 7.12 Residential Treatment. All subcontracted detoxification and residential treatment programs shall be licensed by the State Department of Health Care Services (DHCS).
- 7.13 Client Fees. Contractor shall collect and monitor payment of required client fees as specified in Program Standards.

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- 7.14 Facility. Contractor shall meet Alcohol and Drug Services Health, Safety, and appearance standards as described in HHSA: ADS 1077. Forms can be found at http://www.sandiegocounty.gov/content/sdc/ehsa/programs/bhs/technical_resource_library.html.
- 7.15 Drug Medi-Cal (DMC) Title 22 Regulations and Requirements. Contractor shall be DMC-certified and shall make available DMC treatment service to eligible clients. Contractor shall comply with all applicable requirements of the California Code of Regulations Title 22 currently in effect, incorporated into this document by reference.
- 7.16 Quality Assurance Review (QAR) Services.
Reserved.

8 Data Collection and Reporting Requirements

- 8.1 Capacity Notification. Contractor shall notify the COR when program is under ninety percent (90%) of its contracted capacity or when a waiting list has been started.
- 8.2 Monitoring and Reporting. Contractor shall establish outreach monitoring and data collection systems in conjunction with HHSA and as approved by the COR.
- 8.3 SanWITS (San Diego Web Infrastructure for Treatment Services) Data Collection and Reporting. Contractor shall submit SanWITS data by entering the data in the online SanWITS system as required by the State of California Health Care Services by the tenth (10th) calendar day of each month. SanWITS data is entered at www.sanwits.org. SanWITS is used to collect CalOMS (California Outcomes Measurement System) treatment data which is reported to the state as well as other data.
- 8.4 DATAR (Drug and Alcohol Treatment Access Report). Contractor shall submit DATAR report by the tenth (10th) of the month following the report month. DATAR is entered on DHCS' DATARWeb website at <http://www.dhcs.ca.gov/provgovpart/Pages/DATAR.aspx>. DATAR is DHCS' system to collect data on treatment capacity and waiting lists.
- 8.5 Monthly Mental Health Case Management Report. Contractor shall submit a Mental Health Case Management Report by the tenth (10th) of the month following the end of the prior month. The purpose of the report is to provide information on the number clients screen, assessed and case managed by each program.
- 8.6 Quarterly Drug Court Program Static Capacity Report. Contractor shall submit its Capacity Report by the tenth (10th) of the month following the end of the prior quarter (three [3] months). The purpose of the report is account for the program's static capacity at the reporting time for clients receiving services, place in residential care, assigned to aftercare, in custody or missing from action (no contact with client).
- 8.7 Phases Data System. Contractor shall submit its Phase Data by the tenth (10th) of the month following the end of the prior month. The purpose of Phases is to collect Adult Drug Court information. Contractor shall submit Phases data files by uploading them to the secure County Drop Box on the Internet at <https://dropbox.sdcounty.ca.gov>. Contractor must notify the COR when a new staff member has been assigned to upload Phases data to the County drop box. The BHS data unit will request that a new account be created for the assigned Contractor staff. The BHS data unit will request that the old account information be disabled for staff that is no longer performing this data reporting responsibility.
- 8.8 Government Performance and Results Act (GPRA). Contractor will be required to submit GPRA data information to the Center for Substance Abuse and Treatment (CSAT). Contractor shall use the online CSAT-GPRA Web-Based Data Entry System to enter and edit GPRA data and obtain data collection tools to be used in support of the Adult Drug Court Enhanced Program.
- 8.9 GAIN. Contractor will be required to maintain one (1) GAIN Local Trainer and one (1) GAIN Clinical Interpreter during the full term of the CSAT grant. Contractor shall use all the required GAIN assessments

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tools including the GAIN -1 CSAT Full tool, the Treatment Satisfaction Index (TxSI) and the GAIN-M90 CSAT Full for required 3 month, 6 month, 12 month and 18 month follow-up with clients.

9 Performance Standards

Contractor, in agreement with the County, shall ensure that the specified target population and program participant selection is not based on anticipated success in meeting performance standards.

10 Automation

10.1 Data Capacity. Contractor shall maintain technology that facilitate the collection, maintenance, and reporting of data necessary to comply with the County of San Diego and California Department of Health Care Services data requirements. Contractor's computer-based data collection, maintenance, and reporting systems shall comply with current County and State standards.

10.2 Internet Access. Contractor shall have at least one (1) computer with Internet capability. Treatment data and related required reports and forms shall be submitted electronically to ADS_Data.HHSA@sdcounty.ca.gov.

10.3 Electronic Mail. Contractor, for all service categories provided, shall be capable of transmitting and receiving information through electronic mail (E-Mail). Contractor shall maintain an E-mail address and shall provide the COR or COR's designee with any change in E-Mail addresses within two (2) workdays of the effective date of the change.

11 Contract Budget

Budget instructions are located in Exhibit C.

12 Limitation of Costs

For each term period stated on the Signature page of the Agreement:

12.1 The parties estimate that performance of this Agreement will not cost the County more than the maximum Agreement amount specified in the Compensation clause of the Agreement Signature Page.

12.2 Contractor agrees to use its best efforts to perform the work specified and all obligations under this agreement within the maximum Agreement amount.

12.3 Contractor shall notify the COR in writing whenever it has reason to believe that:

12.3.1 The costs Contractor expects to incur under this agreement in the next sixty (60) days, when added to all costs previously incurred, will exceed seventy-five percent (75%) of the maximum Agreement term amount as specified in the Compensation clause of the Agreement Signature Page, or

12.3.2 The total cost for the performance of this Agreement, will be either greater or substantially less than had been previously agreed to for that term.

12.3.3 As part of the notification, Contractor shall provide the COR a revised estimate of the total cost of performing the agreement for that term.

12.4 Unless otherwise stated in this agreement, the County is not obligated to reimburse Contractor for costs incurred in excess of the maximum Agreement amount specified in the Compensation clause of the Agreement Signature Page.

12.5 Contractor is not obligated to continue performance under this Agreement (including actions under the Termination clause of this Agreement) or otherwise incur costs in excess of the maximum Agreement amount specified in the Compensation clause of the Agreement Signature Page, unless the County Contracting Officer notifies Contractor in writing that the maximum Agreement amount has been increased and provides a revised maximum Agreement amount of performing this Agreement.

12.6 No notice, communication, or representation in any form other than that specified in paragraph 11 above, or from any person other than the County Contracting Officer, shall affect this contract's maximum

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Agreement amount to the County. In the absence of the specified notice, the County is not obligated to reimburse Contractor for any costs in excess of the maximum Agreement amount.

If the maximum Agreement amount is increased, any costs Contractor incurs before the increase that are in excess of the previously maximum Agreement amount shall be allowable to the same extent as if incurred afterward, unless the County Contracting Officer issues a termination or other notice directing.

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ATTACHMENT 1

SAN DIEGO COUNTY SUPERIOR COURT LOCATIONS

San Diego County Superior Court (Criminal Section) can be found in four (4) regional center locations – South County Regional Center, East County Regional Center, Central San Diego Regional Center and North County Regional Center.



San Diego County Superior Court Regional Center Locations are as follows:

- South County Regional Center
500 3rd Avenue
Chula Vista, California 91910
- East County Regional Center
250 East Main Street
El Cajon, California 92020
- Central Courthouse
220 W. Broadway
San Diego, CA 92101
- North County Regional Center
325 South Melrose
Vista, California 92081

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1. SCOPE OF WORK

San Diego Superior Court and the County of San Diego shall establish and maintain a Re-entry Court case management and non-residential alcohol and other drug (AOD) treatment and testing program services for non-violent adult male and female offenders with histories of drug use and criminal justice contacts, previous treatment failures, and high rates of health and social problems who have been referred to Reentry Court. Team members of the Re-entry Court Team, which may include the Re-entry Court Judge, District Attorney, law enforcement, Probation, Parole, Public Defender, Parole Commissioner, and Reentry Court Treatment and Testing Contractor, shall participate in case conferencing and Re-entry Court sessions. Contractor shall provide case management and non-residential treatment services including screening, psychosocial assessment, non-residential substance abuse treatment, drug testing, recovery placement services, vocational and educational services, and linkages to ancillary support services such as physical health or social support services, for participants served through the Re-entry Court. Contractor shall also maintain subcontract agreements with approved providers long-term residential treatment and transitional housing services.

2. BACKGROUND

The target population consists of parolees with high risk to recidivate and high needs with criminogenic indicators, who require alcohol and drug treatment. Substance abuse is a major health problem negatively impacting children, youth, families, and communities. Without alcohol and other drug treatment and recovery services, crime and unemployment rates rise, familial relationships deteriorate and there is an increased risk of recidivism. In order to meet the diverse needs of participants as they re-enter into the community from correctional settings, the County of San Diego maintains an array of alcohol and other drug services including assessment, case management, residential and non-residential treatment, drug testing and recovery services structured to assist participants with substance abuse issues.

Re-entry courts use the authority of the criminal justice system to offer treatment to nonviolent participants in lieu of incarceration. In the Re-entry Court, participants are closely supervised by a judge who is supported by a team of agency representatives that operate outside of their traditional roles. These include addiction treatment providers, district attorneys, public defenders, law enforcement officers, and parole and probation officers who work collaboratively to ensure parolees and offenders re-entering the community receive the services and support necessary for successful integration. This engagement includes a high level of supervision and treatment services to meet the individual needs for all participants (including phases that each participant must complete by achieving specific goals within the program).

Supervision and treatment includes regular and frequent drug testing along with regular incentives and sanctions. This model of linking the resources of the criminal justice system and substance treatment programs has proven to be effective for increasing treatment participation and decreasing criminal recidivism.

The Re-entry Court case management and non-residential treatment and testing services will be provided through an established alcohol and drug treatment program with experience serving the criminal justice population. Residential services will be provided through selected and pre-approved programs.

Live Well San Diego Vision: The County of San Diego Health and Human Service Agency agreements support *Live Well San Diego*. *Live Well San Diego*, developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving. All HHSA partners to this agreement, to the extent feasible, are expected to advance this vision, which was implemented in a phased approach. The first phase, *Building Better Health*, was adopted by the Board of Supervisors in 2010, and focuses on improving the health of residents and supporting healthy choices. The second phase, *Living Safely*, seeks to ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies. The third and final phase,

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Thriving, was adopted in 2014 and focuses on promoting a region in which residents can enjoy the highest quality of life.

Information about *Live Well San Diego* can be found on the County's website and a website designated to the vision:

http://www.sdcountry.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html and <http://www.LiveWellSD.org>

Live Well San Diego outcomes for this Statement of Work may be found in the following sections: 4.1.1 through 4.1.9

3. GOAL

The goal of the Re-entry Court Treatment and Testing Program is to increase self-sufficiency and reduce recidivism.

4. OUTCOME AND PROCESS OBJECTIVES

4.1 Contractor shall meet the performance outcomes for the measures listed below for the San Diego Re-entry Court. Outcome measures may be adjusted at any time to reflect new Federal, State, and County outcome requirements. Contractor shall meet the outcome objectives below:

- 4.1.1 Reduce Recidivism. Seventy percent (70%) of the participants shall not return to prison within the first year.
- 4.1.2 Employment and Employment Preparation. Ninety percent (90%) of successfully discharged clients shall be employed or shall have initiated employment preparation by the date of discharge. Employment preparation shall include enrollment and attendance at a vocational or academic school, volunteer, intern, or other employment that is developing employment skills and experience, or pre-vocational training.
- 4.1.3 Retention. Fifty percent (50%) of participants admitted to the Re-entry Court shall remain in the program at least ninety (90) days.
- 4.1.4 Complete Treatment. Thirty-five percent (35%) of all participants admitted to the Re-entry Court shall complete the program as measured by:
 - 4.1.1.1. Alcohol and other drug-free for at least ninety (90) days prior to completion.
 - 4.1.1.2. Completion of all required program services.
 - 4.1.1.3. Documentation in the participant's file that the Re-entry Court team has approved the discharge.
- 4.1.5 Permanent Residence. One hundred percent (100%) of program graduates shall have a permanent living situation.
- 4.1.6 Drug-Free Births. Eighty-five percent (85%) of all babies born to program participants shall be drug-free at the time of birth.
- 4.1.7 Assessment for Living Assistance. One hundred percent (100%) of Re-entry Court participants shall be assessed and screened for entitlement for living assistance allowances such as Social Security, Supplemental Nutritional Assistance Program, Medi-Cal or other benefits for which they may be eligible within ninety (90) days of admission to the Program.
- 4.1.8 Physical Health Assessment. One hundred percent (100%) of Re-entry Court participants shall be

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connected with a physical health home and receive a physical health assessment within ninety (90) days of admission to the Program.

4.1.9 Co-Occurring Disorder Screening. One hundred percent (100%) of Re-entry Court participants shall receive a co-occurring disorder screening to determine if a further mental health assessment is needed. If the co-occurring disorder screening shows a high severity of mental illness, an integrated assessment and an integrated treatment plan shall be completed for the client, documented in the client file, and reported to the Re-entry Court Team.

4.2 Process Objectives. The following process objectives are based on estimates of the client population to be served and modes of services required by clients. Contractor shall achieve the following process objective:

4.2.1 General Population. Contractor shall provide a minimum capacity of services as listed below in Section 8.8, providing a minimum of nine thousand sixty eight (9,068) units of services annually and serving an average of approximately sixty (60) clients on a daily basis.

4.2.2 Drug Medi-Cal. Contractor shall provide a minimum capacity of services as listed below in Section 8.8, providing a minimum of one hundred seventeen (117) units of service annually and serving an average of approximately four (4) clients on a daily basis.

4.3 Program Capacity Guidelines. Program Capacity Guidelines are utilized to determine the maximum amount of clients to be served at the contracted facility before a waitlist is started. The Program Capacity for this contract has been identified as one hundred twenty five (125) treatment clients a daily basis, based on recommendations for ratio of staff-to-client caseload when serving the identified populations as follows:

4.3.1 Adult non-residential: 1 to 25

5. TARGET POPULATION, SERVICE AREA, PROGRAM LOCATION AND HOURS

5.1. Target Population. Contractor shall provide case management and non-residential treatment and testing services to parolees referred through the Reentry Court who have high risk to recidivate, high criminogenic issues, AOD problems, excluding tobacco or ordinary caffeine-containing beverages, and who are experiencing social, psychological, physical and/or behavioral problems resulting from current or previous substance abuse. Contractor shall ensure that all program participants are San Diego County residents.

5.2. Service Area. The Re-entry Court shall serve participants supervised through the Central San Diego Division of the Superior Court.

5.3. Project Location and Hours of Operation

5.3.1. Contractor shall provide all facilities, facility management, supplies, and other resources necessary to establish and operate the program.

5.3.1.1. Space. The facility shall have sufficient space for the services and activities specified in this Statement of Work, staff and administrative offices. The facility shall also include:

5.3.1.1.1. Facilities and Program Related Permits, Licenses, Certifications. Contractor shall maintain all Federal, State, and locally-required facilities and program-related permits, licenses, and certifications necessary for the operation of the programs in the facilities. Residential and non-residential treatment programs must maintain current program certification through the California Department of Alcohol and Drug Programs.

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5.3.2. Contractor's business located at the address listed below shall be accessible by public transportation and in compliance with Americans with Disability Act (ADA) and California State Administrative Code Title 24. Program services shall be open for business a minimum of forty (40) hours per week. Contractor shall not change the hours of operation or the location from the address below without prior written approval from the Contracting Officer's Representative (COR). Prior to any change in location, the COR reserves the right to conduct a site visit (s), inspect facility plans, and approve the location of any budget and /or services delivery impact which may result from the proposed move to a new location/facility.

San Diego Re-Entry Court Central
2136 El Cajon Blvd.
San Diego, CA 92104

6. DEFINITIONS

Please refer to the Alcohol and Other Drug Provider Operations Handbook (AODPOH) located online at the BHS Technical Resource Library.

http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html.

7. GENERAL SERVICE DELIVERY REQUIREMENTS

7.1. Complaint Policy. Contractor shall assure that clients have access to a complaint policy. The complaint policy shall explain how complaints are resolved and, at a minimum, shall contain the following elements:

7.1.1. Who handles the complaint?

7.1.2. Appeal process in the event that complainant is not satisfied with first level decision.

7.1.3. Method for tracking complaints, including follow-up.

7.1.4. Timeline for complaint resolution.

7.1.5. Procedures to be employed in investigating and resolving complaints.

7.1.6. A copy of the complaint policy shall be conspicuously displayed in an area accessible to all clients.

7.2. Interpreter Services for the Deaf, Hard of Hearing, and Late Deafened. Contractor shall provide for professional certified interpreter services as needed for deaf, hard of hearing, and late-deafened participants to facilitate complete communication and to ensure provision of appropriate and confidential treatment and recovery services.

7.3. Collaboration. Case management and non-residential treatment and testing services shall support the County's goal of developing collaborative community partnerships and service systems that are accessible to all members of the community, and place a premium on preventive services designed to break the participants' pattern of criminogenic behavior and parole violations that result in a return to custody, and provide a consumer-oriented delivery system.

7.4. Public Contact. Contractor shall have sufficient staff and volunteers with adequate knowledge, skills and ability available during operating hours to ensure that all persons who contact the program in person or by phone during operating hours are timely and appropriately served, provided information or referred for more appropriate services.

7.5. Linkages with Support Services Organizations. Contractor shall ensure that linkages are established and maintained with employment services, vocational training services, social services agencies, housing organizations, and health care services that are essential for providing support services to participants.

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- 7.6. Culturally- and Linguistically-Appropriate Services (CLAS). To ensure equal access to quality care by diverse populations, each service provider receiving funds from this contract shall adopt the federal Office of Minority Health (OMH) Culturally and Linguistically-Appropriate Service (CLAS) national standards. The National CLAS standards are located at: <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlid=15>.
- 7.7. Staffing Requirements. Contractor shall administer staff and provide management systems and procedures for programs. Contractor shall recruit, hire, train and maintain staff qualified to provide required services.
- 7.7.1. Licenses and Certifications. Staff providing services are required to comply with the California Department of Health Care Services (DHCS) Counseling Certification Standards, incorporated into this document by reference <http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertification.aspx>.
- 7.7.1.1. All non-licensed and non-certified individuals providing counseling in an BHS contracted treatment program licensed and/or certified by DHCS must be registered with one of the approved certifying organizations (<http://www.dhcs.ca.gov/provgovpart/Pages/CounselorCertificationOrganizations.aspx>) within six (6) months from the date of hire to obtain certification as an AOD counselor. Registrants shall complete certification as an AOD counselor within five (5) years of the date of registration. A minimum of thirty percent (30%) of staff must be certified, as identified in counseling certification standards.
- 7.7.2. Education and Experience
- 7.7.2.1. In addition to maintaining active alcohol and drug counseling certification, all staff must have education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities necessary to provide services to high risk to recidivate and high need parolees with addictive disorders:
- 7.7.2.1.1. A Master's degree from an accredited college or university in a public health or behavioral health-related field and a minimum of one (1) year of full-time equivalent experience providing AOD counseling with criminal justice populations; or
- 7.7.2.1.2. A Bachelor's degree from an accredited college or university in a public health or behavioral health-related field, and a minimum of two (2) years of full-time equivalent experience providing AOD counseling with criminal justice populations; or,
- 7.7.2.1.3. An Associate's degree from an accredited college or university in a public health or behavioral health-related field and a minimum of five (5) years of full-time equivalent experience providing AOD counseling with criminal justice populations; or
- 7.7.2.1.4. A minimum of seven (7) years of full-time equivalent experience providing AOD counseling with criminal justice populations.
- 7.7.3. Mental Health Clinician. Contractor shall have at least one (1) full-time California-licensed mental health specialist to provide mental health assessment, integrated treatment planning, counseling and linkage to specialty mental health services for clients who are dually-diagnosed with mental health disorders. The clinician must have at least two (2) years of experience working with the criminal justice population.

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- 7.7.4. Life Experience. All Contractor staff must be free of probation or parole supervision for a minimum of five (5) years.
- 7.7.5. Qualification Documentation. Contractor shall maintain copies of resumes and any supporting documentation which demonstrates that personnel assigned to the program meet DHCS' certification standards, if providing treatment services. Such documentation shall be maintained in the personnel file for all personnel hired under this Agreement by the last day of the first full month of employment, and shall be available for County monitoring purposes.
- 7.7.6. Drug Testing. Employees and volunteers shall be drug tested prior to hire. Drug test results shall be negative for illegal drug use, including marijuana. Results shall be maintained in the personnel file. Contractor shall include a signed release by the employee/volunteer, per the Health Insurance Portability and Accountability Act (HIPAA) that allows for drug testing information to be kept in the personnel file.
- 7.7.7. Tuberculosis (TB) Testing. Tuberculosis information can be found at the following website: http://www.sdcounty.ca.gov/hhsa/programs/phs/tuberculosis_control_program/guidelines_additional_resources.html. Contractor shall follow TB testing guidelines for all employees and client residents as indicated below. Forms can be located at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html.
- 7.7.7.1. Employees and Volunteers. Contractor shall conduct TB testing for employees and volunteers by following the California Alcohol and Drug Programs standards for TB as indicated by the following website: (<http://www.dhcs.ca.gov/provgovpart/Pages/SUDS-Compliance.aspx>). Employees and volunteers shall be tested for TB prior to hire and shall be free of active disease as documented by a negative skin test or medical clearance, such as a negative chest x-ray, completed within the sixty (60) days prior to hire date. Employees and volunteers must be tested annually following hire. Results shall be maintained in the personnel file.
- 7.7.7.2. Residents/Clients. Every resident/client at an alcohol and drug treatment program shall, prior to admission, be screened utilizing the standardized TB Screening Questionnaire for the signs and symptoms of tuberculosis, and shall be determined to be free from active tuberculosis. Results shall be maintained in the resident/client file. Contractor shall include a signed release by the resident/client per the Health Insurance Portability and Accountability Act (HIPAA) that allows for TB information to be kept in their file (forms are located at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html).
- 7.7.7.3. TB Services. Contractor shall make information about TB services available to each individual admitted to the program for alcohol or other drug treatment. TB information shall include information regarding counseling, testing, and medical treatment.
- 7.7.7.4. Persons Denied Program Admission. Contractor shall refer all persons in need of TB treatment and denied admission to the program to an agency providing TB services. Contractor shall provide information about TB counseling services to persons denied admission.
- 7.8. Program Staffing. Contractor shall develop program staffing policies and procedures to meet the following listed requirements:
- 7.8.1. Emergency Care Training. All Contractor staff, including program volunteers who work more than thirty (30) days and are not under immediate supervision of trained staff, shall have current

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- certified First Aid and Cardio-Pulmonary Resuscitation (CPR) training (including infant CPR). New staff shall be trained within three (3) months of the date of hire. Verification of certification shall be placed in the employee's personnel file.
- 7.8.2. On-site Manager/Director. Contractor shall provide a full-time on-site program manager or director for the programs under this Agreement. If the program manager is also serving as the program coordinator, time may be divided between administration and direct services.
- 7.8.3. Personnel. Contractor shall hire only qualified personnel to provide the required services. Contractor may use program volunteers and alumni in the program. At no time shall active participants in any contracted program be hired by the program or assume staff responsibilities.
- 7.8.4. Review and Comment on the Qualifications of Supervisory Level Staff. Contractor shall submit resumes and supporting documentation for candidates under consideration for hire at the supervisory level to the COR or his designee. The COR or his designee will review and comment on the candidates qualifications prior to selection. Should the COR or his designee choose to provide written comments, the comments shall be provided within five (5) days of receipt of candidates' resumes and supporting documentation.
- 7.8.5. Ethical and Legal Standards. Contractor shall develop and implement policies, procedures, and training protocols that ensure that its employees adhere to the highest ethical and legal conduct standards when performing work under the terms and conditions of this contract.
- 7.8.6. Management and Staff Development. Contractor shall develop and maintain a management staff development plan. The plan will be up-dated annually and provided to the COR by July 30th. Reports on management and staff progress will be provided to BHS at least semi-annually.
- 7.8.7. Sexual Contact. Sexual contact shall be prohibited between clients and the program staff, including members of the Board of Directors. A written statement explaining the sexual contact policy shall be included in every client's rights statement given at admission to a program. Contractor shall include a statement in every personnel file noting that the employee has read and understood the sexual contact prohibition. The policy shall remain in effect for six (6) months after a client is discharged from services, or a staff member terminates employment.
- 7.8.8. Staff Orientation. All Contractor staff providing the direct services shall receive an orientation to the Re-entry Court that includes specific information on the program's goals and objectives, policies and procedures, specific job duties and responsibilities, and program requirements. Each employee file shall contain signed confirmation that an orientation was provided which meets these requirements.
- 7.8.9. Training Plans. Contractor shall develop individual staff training plans, which shall include minimal requirements to attend training on coerced treatment and other training to ensure that counseling staff shall have the ongoing knowledge and skills to work effectively with a coerced treatment population. Staff training shall include client assessment, treatment planning and case management techniques.
- 7.9. Client Confidentiality. Contractor shall comply with Federal client confidentiality regulations (Confidentiality of Drug and Alcohol Patient Information - 42 U.S.C. 290dd-2; 42 C.F.R Part 2), and all applicable Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. The confidentiality of all client information shall be maintained at all times except as disclosure of such information is authorized by contract provisions, prearranged agreement with the client, or required by the Re-entry Drug Court.

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- 7.10. Internal Program Review and Evaluation. Contractor shall conduct an internal review and evaluation at least once every fiscal year as it relates to this statement of work. Results of the review and any plans for correction shall be available for review by the County of San Diego.
- 7.10.1. COR or designee shall review results during the scheduled site visit(s).
- 7.11. Notification of Key Personnel Changes. Contractor shall notify the COR within seventy-two (72) hours when there is a change in key personnel (direct service and management staff), funded by the Agreement.
- 7.12. Client Satisfaction Survey. Contractor shall conduct annual client satisfaction surveys during the term of the Agreement. Forms can be found at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/blis/technical_resource_library.html. The first annual client satisfaction survey shall be conducted within six (6) months of the effective date of this Agreement.
- 7.12.1. Submission of Findings. Contractor shall conduct the survey, compile the data, and submit report findings to the COR within sixty days (60) from the survey's initiation.
- 7.12.2. Response Rate. Contractor shall specify the total number of participants who responded to the survey compared to the total number of participants served.
- 7.12.3. Improvement of Services. In areas of the survey that are rated "below average" by fifty percent (50%) or more of the clients, a plan for improvement shall be developed and implemented. The plan shall be submitted to the COR within sixty days (60) from the survey's initiation.
- 7.13. Funding Restrictions. Contractor shall not solicit or accept payments, contributions, or donations from any business or organization primarily engaged in the manufacture, distribution or wholesale or retail sale of alcoholic beverages.
- 7.14. Restrictions on Salaries. No part of any federal funds provided under this Contract shall be used by the Contractor or any subcontractors to pay the salary of an individual at a rate in excess of Level 1 of the Executive Schedule. Salary schedules may be found at <http://www.opm.gov/oca>.
- 7.15. Smoking Prohibition Requirement. Contractor shall comply, and require that subcontractors comply, with Public Law 103-227, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by an entity and used to provide services to children under the age of eighteen (18).
- 7.16. Inventory. Contractor shall submit an inventory of fixed assets and minor equipment purchased under a cost reimbursement contract each year at renewal of contract term to the COR.
- 7.17. Disaster Preparedness. Contractor must identify the primary program contact for emergency/disaster communication and any succession of authority should the primary contact be unavailable. Emergency/Disaster contacts must be made known to the COR within fifteen (15) days of start of contract, or whenever there is a change in contact person.
- 7.17.1. Contractor shall contact their COR if there is an evacuation or relocation of services during the provision of services. COR must grant approval for any discontinuation of services.
- 7.17.2. Funding sources specify that funding can only be claimed for services in support of contracted activities. Redirection of staff to other non-evacuation/emergency activities during an emergency/disaster may cause their time to be non-reimbursable, depending on funding availability and regulations. Note that discontinuation of non-residential services shall, in cost reimbursement programs, result in staffing and other service costs being ineligible for reimbursement during the period of program closure. Fixed price and pay for performance contracts may also be reduced if pay points are not achieved or deliverables are interrupted.

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- 7.18. Trafficking Victims Protection Act of 2000. Contractor shall comply with Section 106(g) of the Trafficking Victims Protections Act of 2000 as amended (22 U.S.C. 7104). For full text of the award term, go to: <http://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>.
- 7.19. Serious Incident and Unusual Occurrence Reporting. Contractor shall adhere to the reporting guidelines and utilize reporting forms located at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html.
- 7.20. Trauma Informed Care. Contractor's program and services shall be "trauma-informed" and accommodate the vulnerabilities of trauma survivors. Services shall be delivered in a way that will avoid inadvertently re-traumatizing clients and facilitate client participation in treatment. Contractor's trauma-informed program and services shall include: Screening of Trauma; Consumer Driven Care and Services; Trauma-Informed, Educated and Responsive Workforce; Provision of Trauma-Informed, Evidence-Based and Emerging Best Practices; Safe and Secure Environments; Community Outreach and Partnership Building; and, Ongoing Performance Improvement and Evaluation.
- All clinicians shall use current screening and assessment tools that include questions regarding trauma upon admission.
- 7.21. HIV Services. Contractor shall provide Human Immunodeficiency Virus (HIV) information and referral services for each individual admitted into the program. Contractor shall use the BHS-designated HIV services contractor for assessment for HIV risk behavior, provision of HIV prevention education, and referral for HIV counseling and testing.
- 7.22. Operational Procedures. Contractor shall develop and maintain written Operational Procedures in accordance with current State of California Standards and the most current and appropriate HHSA requirements. The written procedures and all updates shall be provided to all employees charging staff hours to this Agreement. The written procedures shall be submitted to the COR upon request. Changes to a program's functions require a written change to the Operations Procedures. Contractor may prepare additional written procedures not in conflict with this Agreement.
- 7.23. Contractor shall perform linkage and referrals to community-based organizations including, but not limited to, primary care clinics and complementary healing centers and organizations, faith-based congregations, ethnic organizations and peer-directed programs such as Clubhouses.
- 7.23.1 Within twelve (12) months of contract execution, Contractor shall establish agreements with faith-based congregations in the South Region specific to education, linkage and/or services and make available to clients.
- 7.23.2 100% of clients requesting to be linked to any faith-based congregation shall be connected to the client's organization of choice.
- 7.23.3 Referrals and linkages made to the faith congregation shall be documented in the client record.

8. SPECIFIC REQUIREMENTS FOR SERVICE DELIVERY

- 8.1. Intake and Assessment. The Contractor shall establish and maintain a reception, intake and assessment process for participants referred through the Re-entry Court. Screening may occur with the client while in custody.
- 8.1.1. Screening. For those participants on dual jurisdiction the screening will be completed within seven (7) business days to determine suitability for program.
- 8.1.2. Trial Admission. For those participants on dual jurisdiction they will be admitted on a trial basis for the initial thirty (30) days.

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- 8.1.3 Initial Service Plan. Based on the screening, identifies services to be provided within fourteen (14) days of the program. Contractor shall place each participant in the most appropriate treatment service as indicated by all assessments within five (5) business days of the assessment.
- 8.1.4 Assessment. Each participant shall receive a comprehensive assessment, using the Addiction Severity Index or the ASAM within the initial fourteen (14) business days of program admission (or twenty-one [21] days of referral). The assessment will include a screening for co-occurring mental health issues. Program staff will collaborate with the Re-entry Court Team regarding the participant's service needs as identified through the assessment process. During the initial thirty (30) days of program participation, the Re-entry Court Team will assess appropriateness for the program.
- 8.2. Treatment Plan. To be completed by the program providing treatment services within thirty (30) days of admission to Re-entry Court. If client receiving services from a program other than the Central Drug Court Treatment and Testing Program, then the assessment results shall be shared with the treating program.
- 8.2.1 Service Plan and Treatment Plan to be reviewed updated and modified as necessary every ninety (90) days.
- 8.3. Re-entry Court Treatment Services. Contractor shall provide case management and non-residential treatment services to Re-entry Court participants. Services shall consist of evidence-based services to include criminogenic and co-occurring services. Contractor's treatment services shall maintain certification as an alcohol and drug treatment program through the California Department of Alcohol and Drug Programs, and maintain active Drug Medi-Cal certification.
- 8.4. Re-entry Court Case Management Requirements. A full range of case management services will be provided to participants enrolled in the Re-entry Court. Program length is defined as a minimum of twelve (12) months. For those participants who are enrolled in residential treatment at an approved treatment program, Contractor shall meet the following minimum contact requirements:
- 8.4.1. One (1) weekly phone contact.
- 8.4.2. One (1) face-to-face session every other week.
- 8.4.3. One (1) case conferencing session per month with the participant and their assigned treatment program.
- 8.5. Re-entry Court Exit Conference. Contractor shall conduct an exit conference with each participant. The conference and documentation shall include a summary report, noting the participant's progress; relapse prevention planning; and a final report to the Re-entry Court Team, noting final disposition of participant at completion of treatment in the program. The relapse prevention plan shall include referral(s) for continued recovery and support services after completion of the program.
- 8.6. Program Standards. Contractor shall meet all requirements specified in the Re-entry Court Treatment and Testing Program Standards (Program Standards), dated October 15, 2010, incorporated into this Agreement by reference and applicable revisions. Program Standards can be located at http://www.sandiegocounty.gov/content/sdc/lhsa/programs/bhs/technical_resource_library.html.
- 8.7. Program Length. Contractor shall provide twelve (12) months of program services to Re-entry Court clients. The twelve (12)-month program shall be divided into phases, each with a specific focus, level of intensity and required services, as detailed in the Program Standards. Program length may vary with Re-entry Court Team approval for phase acceleration and advancement.

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- 8.8. Program Services. Contractor shall provide the following non-residential, non-medical treatment and ancillary services, as detailed in the Program Standards:
- 8.8.1. Orientation and Intake
 - 8.8.2. Client Assessment
 - 8.8.3. Drug testing
 - 8.8.4. Education Sessions
 - 8.8.5. Individual and Group Counseling
 - 8.8.6. Referral to Detox and Residential Services
 - 8.8.7. Self-Help Groups
 - 8.8.8. Employment and Education/Training Referrals
 - 8.8.9. Support Services
 - 8.8.10. Exit Plan
- 8.9. Services for Individuals with Co-Occurring Disorders. In accordance with the Health and Human Services Agency Co-occurring Psychiatric and Substance Abuse Disorders Consensus Document (dated August 16, 2007, or as subsequently updated) all BHS programs shall be welcoming to individuals with co-occurring disorders by posting an BHS-approved Welcoming Statement and by providing materials, brochures, posters and other appropriate information regarding co-occurring disorders. Individuals shall receive a helpful and appropriate response whether the help they seek is voluntary or court-mandated. Contractor shall have the capacity, at a minimum, to screen and refer clients/residents with co-occurring disorders to identified co-occurring treatment.
- 8.9.1. Each organization shall have a minimum of one (1) current staff person complete the Comprehensive, Continuous, Integrated System of Care (CCISC) CADRE, within the life of contract.
 - 8.9.2. Completion of CCISC CADRE. When an Agency has completed the Comprehensive, Continuous, Integrated System of Care (CCISC) CADRE change agent training they shall, in addition to being welcoming, be expected to meet the following minimum requirements:
 - 8.10.2.1 Contractor shall use an BHS-approved tool to measure progress toward co-occurring capability or enhancement and shall identify specific objectives that are measurable and achievable in that time frame. Each program shall document what actions they are taking toward co-occurring capability or enhancement, at a minimum annually and submit to the COR by May 15th of every option year.
 - 8.10.2.2. Annual development of Quality Improvement Action Plan for achievement of progress, in consultation with COR and/or designee, identifying Agency or Program specific objectives that are measurable and achievable to be reviewed at the time of site visit.
 - 8.10.2.3. Ongoing Agency participation in CADRE committees and activities, following CADRE change agent training completion.
- 8.10. Communicable Disease Information, Education, and Prevention. Contractor shall provide information, education and prevention services on the following communicable diseases for each individual admitted to the Program: Human Immunodeficiency Virus (HIV), Tuberculosis (TB), Hepatitis, and Sexually Transmitted Infections (STIs).

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- 8.10.1. Coordination with Other Agencies. Contractor shall coordinate with other agencies to facilitate presentations. For program clients who are positive for the diseases referenced above in Paragraph 8.10, Contractor shall coordinate on-site and off-site counseling, testing, intervention, medical evaluation and treatment, case management and pharmaceutical therapy programs that assist clients in preserving their immune system function.
- 8.10.2. Staff Training. Contractor shall ensure that all employees and volunteers receive training in the diseases referenced above in Paragraph 8.10, methods of preventing transmission, confidentiality requirements, and available communicable disease-related resources that are appropriate for the programs' clients.
- 8.11. Subcontracted Services. Contractor shall provide residential treatment services, as funds allow, through subcontracts with non-medical, community-based providers.
- 8.11.1. Contractor is responsible for administration and monitoring of subcontracts, and payment of all subcontractor claims. Subcontracts shall address such items as how referrals will be made, drug testing, and reporting responsibilities and requirements regarding client progress and critical program incidents.
- 8.11.2. The proposed content and format of a representative subcontract and service reimbursement rates shall be reviewed and approved by the COR prior to implementation.
- 8.11.3. Contractor shall include provisions consistent with the terms of this Agreement in its contract with subcontractors and other agents. All subcontract agreements shall be reviewed and approved by the COR in advance.
- 8.12. Residential Treatment. All subcontracted residential treatment programs shall be licensed and certified by the State Department of Health Care Services (DHCS), and approved in advance by the Re-entry Court Team.
- 8.13. Client Fees. Contractor shall collect and monitor payment of required client fees as specified in Program Standards and established by the Re-entry Court Team.
- 8.14. Facility. Contractor shall meet Alcohol and Drug Services Health, Safety, and appearance standards as described in HHS: ADS 1077. Forms can be found at http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/technical_resource_library.html.
- 8.15. Drug Medi-Cal (DMC) Title 22 Regulations and Requirements. Contractor shall be DMC certified and shall make available DMC treatment service to eligible clients. Contractor shall comply with all applicable requirements of the California Code of Regulations Title 22 currently in effect, incorporated into this document by reference.
- 8.16. Quality Assurance Review (QAR) Services.
Reserved.
- 8.17. **DATA COLLECTION AND REPORTING REQUIREMENTS**
- 8.18. Contractor shall report the following information about each participant to the Re-entry Court Team:
- 8.18.1. Failure to enroll or participate in their treatment placement within three (3) business days.
- 8.18.2. Changes in the treatment site assignment.
- 8.18.3. Any physically or verbally abusive behavior exhibited to staff or other program clients.
- 8.18.4. Failure to comply with program rules and regulations.

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- 8.18.5. Failure to complete treatment (report within forty-eight [48] hours).
- 8.18.6. Successful Completion.
- 8.18.7. Weekly status reports.
- 8.18.8. Dismissal Report if a participant is dismissed from an assigned program.
- 8.18.9. Capacity Notification. Contractor shall notify the COR when program is under ninety percent (90%) of its contracted capacity or when a waiting list has been started.
- 8.18.10. Monitoring and Reporting. Contractor shall establish outreach monitoring and data collection systems in conjunction with HHSA and as approved by the COR.

9. PERFORMANCE STANDARDS

Contractor, in agreement with the County, shall ensure that the specified target population and program participant selection is not based on anticipated success in meeting performance standards.

10. AUTOMATION

- 10.1. Data Capacity. Contractor shall maintain technology that facilitate the collection, maintenance, and reporting of data necessary to comply with the County of San Diego and California Alcohol and Drug Program data requirements. Contractor's computer-based data collection, maintenance, and reporting systems shall comply with current County and State standards.
- 10.2. Internet Access. Contractor shall have at least one (1) computer with Internet capability. Treatment data and related required reports and forms shall be submitted electronically to ADS_Data.HHSA@sdcounty.ca.gov.
- 10.3. Electronic Mail. Contractor, for all service categories provided, shall be capable of transmitting and receiving information through electronic mail (E-Mail). Contractor shall maintain an E-mail address and shall provide the COR or COR's designee with any change in E-Mail addresses within two (2) workdays of the effective date of the change.

11. CONTRACT BUDGET

Budget instructions are located in Exhibit C.

12. LIMITATION OF COSTS

For each term period stated on the Signature page of the Agreement:

- 12.1. The parties estimate that performance of this Agreement will not cost the County more than the maximum Agreement amount specified in the Compensation clause of the Agreement Signature Page.
- 12.2. Contractor agrees to use its best efforts to perform the work specified and all obligations under this agreement within the maximum Agreement amount.
- 12.3. Contractor shall notify the COR in writing whenever it has reason to believe that:
 - 12.3.1. The costs Contractor expects to incur under this agreement in the next sixty (60) days, when added to all costs previously incurred, will exceed seventy-five percent (75%) of the maximum Agreement term amount as specified in the Compensation clause of the Agreement Signature Page, or
 - 12.3.2. The total cost for the performance of this Agreement, will be either greater or substantially less than had been previously agreed to for that term.

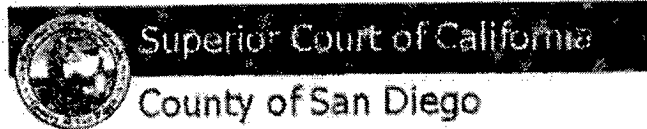
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- 12.3.3. As part of the notification, the Contractor shall provide the COR a revised estimate of the total cost of performing the agreement for that term.
- 12.4. Unless otherwise stated in this agreement, the County is not obligated to reimburse Contractor for costs incurred in excess of the maximum Agreement amount specified in the Compensation clause of the Agreement Signature Page.
- 12.5. Contractor is not obligated to continue performance under this Agreement (including actions under the Termination clause of this Agreement) or otherwise incur costs in excess of the maximum Agreement amount specified in the Compensation clause of the Agreement Signature Page, unless the County Contracting Officer notifies the Contractor in writing that the maximum Agreement amount has been increased and provides a revised maximum Agreement amount of performing this Agreement.
- 12.6. No notice, communication, or representation in any form other than that specified above in Paragraph 13.5 or from any person other than the County Contracting Officer, shall affect this contract's maximum Agreement amount to the County. In the absence of the specified notice, the County is not obligated to reimburse the Contractor for any costs in excess of the maximum Agreement amount.
- 12.7. If the maximum Agreement amount is increased, any costs Contractor incurs before the increase that are in excess of the previously maximum Agreement amount shall be allowable to the same extent as if incurred afterward, unless the County Contracting Officer issues a termination or other notice directing.

COUNTY CONTRACT NUMBER 533989
COUNTY OF SAN DIEGO, HEALTH AND HUMAN SERVICES AGENCY
AGREEMENT WITH MENTAL HEALTH SYSTEMS (MHS), INC., FOR
RE-ENTRY COURT TREATMENT AND DRUG TESTING PROGRAM
EXHIBIT A-1 - STATEMENT OF WORK

ATTACHMENT 1

SAN DIEGO COUNTY SUPERIOR COURT LOCATION



San Diego County Superior Court (Criminal Section) can be found at the Central San Diego Regional Center listed below:

- Central Courthouse
220 W. Broadway
San Diego, CA 92101

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Budget Summary Page

This budget will remain in effect throughout the entire contract term unless amended or revised through AAR.

Contractor: **Mental Health Systems, Inc.**

Budget Period: **7/1/15-06/30/16**

Contract #: **533989**

Amendment #: **14**

Program Name	TOTAL	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change
Funding Source/Population		ADS DMC	Parolee Re-Entry Treatment	Parolee Re-Entry Case Management/Recovery Services	AB 109 Treatment	AB 109 Case Management	Outside Services	ADS DMC	General Population Treatment	General Population Recovery Services Case Management	NDMC Mental Health Case Management	ADS Other - Jumpstart Enhanced Service	Outside Services
1 Salaries and Benefits (Schedule I)	833,753.00		90,545.00	115,025.00	86,903.00	101,682.00		73,693.00	79,409.00	78,323.00	27,358.00	168,815.00	
2 Operating Expense (Schedule II)	582,640.00		14,003.47	46,238.25	47,686.30	40,847.97	198,066.01	34,957.00	32,412.00	51,999.00	16,423.00	65,983.00	36,004.00
3 Fixed Assets (Supplemental A)													
4 Indirect Cost (Schedule II)	213,877.00		15,798.23	24,350.75	22,135.00	21,522.03	29,608.99	16,406.00	16,887.00	19,678.00	6,611.00	35,454.00	5,436.00
5 GROSS COST	1,630,270.00		120,336.70	185,614.00	154,724.30	164,052.00	225,695.00	125,056.00	118,708.00	150,000.00	50,392.00	270,252.00	41,440.00
6 Less: Contract Revenues													
7 Participant Fees	13,000.00		1,249.00		1,751.00				10,000.00				
8 Other Patient Insurance													
9 Medicare													
10 Other Revenues (Specify)	1,000.00		416.00		584.00								
11 TOTAL CONTRACT REVENUES	14,000.00		1,665.00		2,335.00				10,000.00				
12 NET COST (CONTRACT MAX)	1,616,270.00		118,671.70	185,614.00	166,389.30	164,052.00	225,695.00	125,056.00	118,708.00	150,000.00	50,392.00	270,252.00	41,440.00

FUNDING SOURCE	TOTAL	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change
13 SDMC FFP													
14 PATH													
15 SAMHSA													
16 MHSA													
17 MH Other Discretionary	50,392.00										50,392.00		
18 ADS DMC	125,056.00							125,056.00					
19 ADS DMC AB0109													
20 AB109	330,441.30				166,389.30	164,052.00							
21 SAPT Primary Prevention													
22 SAPT HIV													
23 GP	268,708.00								118,708.00	150,000.00			
24 ADS Other	537,387.00						225,695.00					270,252.00	41,440.00
Parolee Re-Entry	304,285.70		118,671.70	185,614.00									
24 TOTAL	1,616,270.00		118,671.70	185,614.00	166,389.30	164,052.00	225,695.00	125,056.00	118,708.00	150,000.00	50,392.00	270,252.00	41,440.00

CONTROL CHECK		(0.00)	(0.00)										
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I certify that the deliverables and/or services were budgeted specifically for this contract in accordance with the terms and conditions set forth therein and the budgeted costs reported align with the current Cost Allocation Plan on file.

Contractor's Authorized Signature _____

Date: **05/01/15**

Type Name and Title _____

Aaron Dizon/Director of Program Financial Management

Approved By: _____

(For County Use Only)

John Oldenkamp
 COR
 GOR Approval

Date: **12/22/15**

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C - Alcohol and Drug Services Projected Units Data

Contractor: Mental Health Systems, Inc. Contract #: 533989 Amendment #: 1
Budget Period: 7/1/15-6/30/16 State Provider Code: 27-5544 DHA-C Provider Code: 8541

Funding Source	General Population	General Population	General Population		
Modality	Parole Re-Entry Court Services Group	Parole Re-Entry Court Services Individual	Parole Re-Entry Court Services Case Management Recovery		
Standard Rate	27.49	68.26	N/A		
Estimated Gross Cost	84,353.70	26,003.00	185,614.00		
Estimated Net Cost	63,078.70	25,643.00	185,614.00		
Estimated UOS	3,432	381			
Staff Hours	1,288.00	460.00	3,260.29		
Associated Cost:					
Gross Cost Per Unit	27.49	68.26			
Gross Cost Per Staff Hour	59.65	50.63	56.58		
Net Cost Per Unit	27.11	67.31			
Net Cost Per Staff Hour	55.77	55.75	56.58		

Funding Source	AB 109	AB 109	AB 109		
Modality	AB 109 Parole Re-Entry Individual	AB 109 Parole Re-Entry Treatment Group	AB 109 Parole Re-Entry Case Management Recovery Outside Services Support		
Standard Rate	68.26	27.49	N/A		
Estimated Gross Cost	43,069.00	123,635.30	184,052.00		
Estimated Net Cost	42,493.00	123,696.30	184,052.00		
Estimated UOS	631	4,570			
Staff Hours	761.00	2,229.00	2,699.23		
Associated Cost:					
Gross Cost Per Unit	68.26	27.49			
Gross Cost Per Staff Hour	56.62	66.59	56.58		
Net Cost Per Unit	67.32	27.11			
Net Cost Per Staff Hour	55.84	65.81	56.58		

Funding Source	ADS DMC	ADS DMC			
Modality	DMC Treatment Adult Individual	DMC Treatment Adult Group			
Standard Rate	68.26	27.49			
Estimated Gross Cost	20,520.00	104,635.00			
Estimated Net Cost	20,520.00	104,635.00			
Estimated UOS	391	3,803			
Staff Hours	526.00	2,673.00			
Associated Cost:					
Gross Cost Per Unit	68.17	27.49			
Gross Cost Per Staff Hour	39.09	39.11			
Net Cost Per Unit	68.17	27.49			
Net Cost Per Staff Hour	39.09	39.11			

NOTE: For informational purposes only

Funding Source	General Population	General Population	General Population		
Modality	General Population Treatment Group	General Population Treatment Individual	General Population Recovery Services Case Management		
Standard Rate	27.49	68.26	N/A		
Estimated Gross Cost	107,898.00	21,120.00	150,000.00		
Estimated Net Cost	99,229.00	19,478.00	150,000.00		
Estimated UOS	3,914	318			
Staff Hours	2,751.40	540.00	2,405.00		
Associated Cost:					
Gross Cost Per Unit	27.49	68.13			
Gross Cost Per Staff Hour	39.10	39.11	62.35		
Net Cost Per Unit	25.25	62.84			
Net Cost Per Staff Hour	36.06	36.07	62.35		

Funding Source	ADS Other	ADS DMC AB 109			
Modality	NDWC Mental Health Case Management	Jumpstart Enhanced Service			
Standard Rate	N/A	N/A			
Estimated Gross Cost	60,392.00	270,252.00			
Estimated Net Cost	50,362.00	270,252.00			
Estimated UOS					
Staff Hours	880.00	5,134.00			
Associated Cost:					
Gross Cost Per Unit		52.64			
Gross Cost Per Staff Hour	57.26				
Net Cost Per Unit					
Net Cost Per Staff Hour	57.26	62.64			

Funding Source					
Modality					
Standard Rate					
Estimated Gross Cost					
Estimated Net Cost					
Estimated UOS					
Staff Hours					
Associated Cost:					
Gross Cost Per Unit					
Gross Cost Per Staff Hour					

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C - Alcohol and Drug Services Projected Units Data

Contractor: Mental Health Systems, Inc. Contract #: 532889 Amendment #: 14
Budget Period: 7/1/15-6/30/16 State Provider Code: 37 27-4544 DM-C Provider Code: 8514

Net Cost Per Unit					
Net Cost Per Staff Hour					
NOTE: For informational purposes only					
Funding Source					
Modality					
Standard Rate					
Estimated Gross Cost					
Estimated Net Cost					
Estimated UOS					
Staff Hours					
Associated Cost:					
Gross Cost Per Unit					
Gross Cost Per Staff Hour					
Net Cost Per Unit					
Net Cost Per Staff Hour					

Funding Source					
Modality					
Standard Rate					
Estimated Gross Cost					
Estimated Net Cost					
Estimated UOS					
Staff Hours					
Associated Cost:					
Gross Cost Per Unit					
Gross Cost Per Staff Hour					
Net Cost Per Unit					
Net Cost Per Staff Hour					

Funding Source					
Modality					
Standard Rate					
Estimated Gross Cost					
Estimated Net Cost					
Estimated UOS					
Staff Hours					
Associated Cost:					
Gross Cost Per Unit					
Gross Cost Per Staff Hour					
Net Cost Per Unit					
Net Cost Per Staff Hour					

NOTE: For informational purposes only					
Funding Source					
Modality					
Standard Rate					
Estimated Gross Cost					
Estimated Net Cost					
Estimated UOS					
Staff Hours					
Associated Cost:					
Gross Cost Per Unit					
Gross Cost Per Staff Hour					
Net Cost Per Unit					
Net Cost Per Staff Hour					

Funding Source					
Modality					
Standard Rate					
Estimated Gross Cost					
Estimated Net Cost					
Estimated UOS					
Staff Hours					
Associated Cost:					
Gross Cost Per Unit					
Gross Cost Per Staff Hour					
Net Cost Per Unit					
Net Cost Per Staff Hour					

Funding Source					
Modality					
Standard Rate					
Estimated Gross Cost					
Estimated Net Cost					
Estimated UOS					
Staff Hours					
Associated Cost:					
Gross Cost Per Unit					
Gross Cost Per Staff Hour					
Net Cost Per Unit					

Contractor:	Mental Health Systems, Inc.	Contract #:	065579	Amendment #:	1
Budget Period:	7/1/15-6/30/16	State Provider Code:	27-3544	DMC-C Provider Code:	534

[illegible]

NOTE: For informational purposes only

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES

Exhibit C Schedule I - Salaries and Benefits

Contractor:	Mental Health Systems, Inc.	Contract #:	533989	Salaries & Benefits Total	833,753.00
Program:	Re-Entry Drug Court	Funding Source:	Various	Amendment #	14
Budget Period:	7/1/15-06/30/16	Address:	2136 El Cajon Blvd	State Provider Code: 37-	37-8544
				D/M-C Provider Code:	8544

Position	PROPOSED BUDGET					PRIOR APPROVED BUDGET					NET CHANGE / INCREASE (DECREASE)				
	Direct FTE	Admin FTE	Annual Salary (full time)	# of months	Total Salary Expense	Direct FTE	Admin FTE	Annual Salary (full time)	# of months	Total Salary Expense	Direct FTE	Admin FTE	Annual Salary (full time)	# of months	Total Salary Expense
Program Manager	0	1.00	56,160.00	11.00	51,480.00	0	1.00	52,000.00	6.00	26,000.00	-	-	4,160.00	5.00	25,480.00
Administrative Assistant	0	1.00	31,200.00	12.00	31,200.00	0	1.00	31,200.00	6.00	15,600.00	-	-	-	6.00	15,600.00
Substance Abuse Counselor	1.00		33,779.00	12.00	33,779.00	1.00		34,278.00	6.00	17,139.00	-	-	(499.00)	6.00	16,640.00
ADD Case Manager	1.00		32,240.00	12.00	32,240.00	1.00		32,240.00	6.00	16,120.00	-	-	-	6.00	16,120.00
Specimen Collection Specialist	0.75		23,920.00	9.00	13,455.00	0.75		21,424.00	6.00	8,034.00	-	-	2,496.00	3.00	5,421.00
Licensed Mental Health Cnslr/Case Mgr	1.00		60,320.00	4.50	22,620.00	1.00		62,130.00	6.00	31,065.00	-	-	(1,810.00)	(1.50)	(8,445.00)
Substance Abuse Counselor	1.00		31,200.00	3.50	9,100.00	1.00		32,240.00	6.00	16,120.00	-	-	(1,040.00)	(2.50)	(7,020.00)
ADD Case Manager	1.00		33,779.00	12.00	33,779.00	1.00		34,278.00	6.00	17,139.00	-	-	(499.00)	6.00	16,640.00
Program Analyst	0	0.15	60,008.00	12.00	9,001.00	0	0.15	60,008.00	6.00	4,501.00	-	-	-	6.00	4,500.00
Vice President	0	0.25	83,990.00	12.00	20,998.00	0	0.15	79,997.00	8.00	6,000.00	-	0.10	3,993.00	6.00	14,998.00
Licensed Mental Health Cnslr/Case Mgr	1.00	-	54,080.00	7.50	33,800.00						1.00	-	54,080.00	7.50	33,800.00
Substance Abuse Counselor	1.00	-	34,320.00	6.50	18,590.00						1.00	-	34,320.00	6.50	18,590.00
Salary and Wages Subtotal					310,042.00					157,718.00					152,324.00
Employee Benefits					95,113.00					47,315.00					48,798.00
SALARY & BENEFITS SUBTOTAL	7.75	2.40			405,155.00	5.75	2.30			205,033.00	2.00	0.10			201,122.00

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES

Exhibit C Schedule I - Salaries and Benefits

Contractor:	Mental Health Systems, Inc.	Contract #:	533989	Amendment #:	12
Program:	San Diego Center for Change	Funding Source:	Various	State Provider Code: 37-	37-8544
Budget Period:	7/1/15-06/30/16	Address:	3340 Kemper Street	D/M-C Provider Code:	8544

Position	PROPOSED BUDGET					PRIOR APPROVED BUDGET					NET CHANGE / INCREASE (DECREASE)				
	Direct FTE	Admin FTE	Annual Salary (full time)	# of months	Total Salary Expense	Direct FTE	Admin FTE	Annual Salary (full time)	# of months	Total Salary Expense	Direct FTE	Admin FTE	Annual Salary (full time)	# of months	Total Salary Expense
Program Manager	1.00		49,920.00	12.00	49,920.00	0	1.00	52,000.00	6.00	26,000.00	1.00	(1.00)	(2,080.00)	6.00	23,920.00
Substance Abuse Counselor	1.00		27,040.00	12.00	27,040.00	0.50		36,421.00	6.00	9,105.00	0.50	-	(9,381.00)	6.00	17,935.00
Substance Abuse Counselor	1.00		29,952.00	10.00	24,960.00	1.00		25,708.00	6.00	12,854.00	-	-	4,244.00	4.00	12,106.00
Substance Abuse Counselor	1.00		31,200.00	10.50	27,300.00	0.50		21,424.00	6.00	5,358.00	0.50	-	9,776.00	4.50	21,944.00
SAC/ Recovery CM	1.00		26,000.00	11.00	23,833.00	1.00		30,846.00	6.00	15,423.00	-	-	(4,846.00)	5.00	8,410.00
Employment CM/Recovery Services	0.50		37,440.00	12.00	18,720.00	1.00		34,278.00	6.00	17,139.00	(0.50)	-	3,162.00	6.00	1,581.00
MH Case Manager	0.50		37,440.00	12.00	18,720.00	0	1.00	27,851.00	6.00	13,926.00	0.50	(1.00)	9,589.00	6.00	4,794.00
Clinical Supervisor	0.03		62,400.00	12.00	1,797.00	0	0.10	27,851.00	6.00	1,393.00	0.03	(0.10)	34,549.00	6.00	404.00
Administrative Assistant	0	1.00	27,040.00	11.00	24,787.00	0	0.03	65,840.00	6.00	988.00	-	0.97	(38,800.00)	5.00	23,799.00
Administrative Assistant/Data Support Specialist	0	0.09	27,040.00	12.00	2,434.00	0	0.07	60,008.00	6.00	2,100.00	-	0.02	(32,968.00)	6.00	334.00
Urinalysis Tester/Data Support Specialist	0.40	0.40	22,880.00	12.00	18,304.00	0	0.05	95,680.00	6.00	2,392.00	0.40	0.35	(72,600.00)	6.00	15,912.00
Jump Start Specialist/Counselor - Case Manager	1.00		29,120.00	6.00	14,560.00	1.00		29,120.00	2.00	4,853.00	-	-	-	4.00	9,707.00
Jump Start Mental Health Specialist	1.00		52,000.00	12.00	52,000.00	1.00		53,560.00	6.00	26,780.00	-	-	(1,560.00)	6.00	25,220.00
Jump Start Alumni Specialist	1.00		29,120.00	11.00	26,693.00	1.00		27,851.00	6.00	13,926.00	-	-	1,269.00	5.00	12,767.00
Program Analyst	0	0.07	60,008.00	12.00	4,201.00	1.00		27,851.00	6.00	13,926.00	(1.00)	0.07	32,157.00	6.00	(9,725.00)
Vice President	0	0.10	95,680.00	12.00	9,568.00	0.50		36,421.00	6.00	9,105.00	(0.50)	0.10	59,259.00	6.00	463.00
Salary and Wages Subtotal					344,837.00					175,266.00					169,571.00
Employee Benefits					82,761.00					49,074.00					33,687.00
SALARY & BENEFITS SUBTOTAL	9.43	1.66			427,598.00	8.50	2.25			224,340.00	0.93	(0.59)			203,258.00

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES

Exhibit C Schedule II- Operating Expense

Contractor: Mental Health Systems, Inc.

Budget Period: 7/1/15-06/30/16

Contract #: 533989

Amendment #: 14

NOTE: The number of Cost Centers must match the services as contracted. Also, use only approved Cost Center names and use additional pages as needed to avoid using unreadable font sizes.

Program Name Funding Source/Population	PROPOSED BUDGET	PRIOR APPROVED BUDGET	NET CHANGE/ INCREASE (DECREASE)	Re-Entry Drug Court			Re-Entry Drug Court		
				ADS DMC			Parolee Re-Entry Treatment		
				Proposed Budget	Prior Approved	Increase/ (Decrease)	Proposed Budget	Prior Approved	Increase/ (Decrease)
1 *Consultants (from Supplemental B)	7,200.00	3,600.00	3,600.00	-	-	-	237.09	109.79	127.30
2 **Flex Fund	-	-	-	-	-	-	-	-	-
3 *GIR Cards	-	-	-	-	-	-	-	-	-
4 *Interest Expense	-	-	-	-	-	-	-	-	-
5 *Leasehold Improvements	-	-	-	-	-	-	-	-	-
6 *Subcontracts (from Supplemental B)	-	-	-	-	-	-	-	-	-
7 Building Rent & Leases	133,140.00	62,076.01	71,063.99	-	-	-	3,626.69	1,879.39	1,967.30
8 Building Repairs/Maintenance	21,379.00	13,424.00	7,955.00	-	-	-	228.80	61.00	167.80
9 Depreciation	-	-	-	-	-	-	-	-	-
10 Equipment Rent & Leases	4,640.00	2,500.00	2,140.00	-	-	-	173.87	91.50	82.37
11 Equipment Repair/Maintenance	3,020.00	3,000.00	20.00	-	-	-	100.10	91.50	8.60
12 Telecommunications	10,080.00	8,890.00	3,190.00	-	-	-	327.97	264.70	63.27
13 Utilities	32,506.00	11,364.00	21,142.00	-	-	-	839.30	217.38	621.92
14 Medical Supplies	-	-	-	-	-	-	-	-	-
15 Minor Equipment	5,825.00	1,603.00	4,222.00	-	-	-	128.43	42.89	85.54
16 Office Supplies	17,100.00	4,024.50	13,075.50	-	-	-	648.68	123.52	525.16
17 Other Supplies	8,964.00	7,209.00	1,755.00	-	-	-	346.49	209.57	136.92
18 Printing	700.00	500.00	200.00	-	-	-	26.34	12.20	14.14
19 Drug Testing	37,000.00	26,500.00	10,500.00	-	-	-	4,995.82	3,746.72	1,248.90
20 Laboratory Services/non-drug testing	-	-	-	-	-	-	-	-	-
21 Pharmaceutical	-	-	-	-	-	-	-	-	-
22 24 Hour Program: Food	-	-	-	-	-	-	-	-	-
23 24 Hour Program: Personal Needs Items	-	-	-	-	-	-	-	-	-
24 Client Transportation	8,000.00	950.00	5,050.00	-	-	-	395.14	57.94	337.20
25 Travel	11,690.00	5,360.00	6,330.00	-	-	-	368.82	172.78	196.04
26 Accounting/Auditing/Legal Fees	200.00	300.00	(100.00)	-	-	-	6.59	6.10	0.49
27 Dues and Subscriptions	200.00	260.00	(60.00)	-	-	-	6.59	9.76	(3.17)
28 Insurance	27,065.00	12,764.50	14,300.50	-	-	-	818.75	339.68	479.07
29 Staff Development/Training/Education	2,000.00	2,000.00	-	-	-	-	65.85	61.00	4.85
30 Tax/License/Fees	15,983.00	6,444.00	9,539.00	-	-	-	372.83	148.40	224.43
31 Other Business Services	3,366.00	1,857.00	1,509.00	-	-	-	91.94	73.19	18.75
32 Interpreter Services	3,000.00	7,407.00	(4,407.00)	-	-	-	197.58	452.60	(254.42)
33 Other: Outside Services	231,082.00	115,656.99	115,425.01	-	-	-	-	-	-
34 Other: Curriculum	500.00	500.00	-	-	-	-	-	-	-
35	-	-	-	-	-	-	-	-	-
Operating Expenses Total	582,640.00	296,190.00	286,450.00	-	-	-	14,003.47	7,971.01	6,032.46

* May not be exceeded without prior MHSA approval.

** Funded line item maybe exceeded up to \$1,000. Excess more than \$1,000 will require COR preapproval

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Schedule II- Operating Expense

Contractor: Mental Health Systems, Inc.

Budget Period: 7/1/15-06/30/16

Contract #: 533989

Amendment #: 14

NOTE: The number of Cost Centers must match the services as contracted. Also, use only approved Cost Center names and use additional pages as needed to avoid using unreadable font sizes.

Program Name Funding Source/Population	Re-Entry Drug Court			Re-Entry Drug Court			Re-Entry Drug Court		
	Parolee Re-Entry Case Management/ Recovery Services			AB 109 Treatment			AB 109 Case Management		
	Proposed Budget	Prior Approved	Increase/ (Decrease)	Proposed Budget	Prior Approved	Increase/ (Decrease)	Proposed Budget	Prior Approved	Increase/ (Decrease)
1 *Consultants (from Supplemental B)	1,217.01	669.45	647.56	1,070.76	632.91	437.85	1,075.14	487.85	587.29
2 **Flex Fund	-	-	-	-	-	-	-	-	-
3 *Gift Cards	-	-	-	-	-	-	-	-	-
4 *Interest Expense	-	-	-	-	-	-	-	-	-
5 *Leasehold Improvements	-	-	-	-	-	-	-	-	-
6 *Subcontracts (from Supplemental B)	-	-	-	-	-	-	-	-	-
7 Building Rent & Leases	18,618.20	8,710.74	9,905.46	16,379.13	9,681.34	6,697.79	16,445.98	7,462.54	8,983.44
8 Building Repairs/Maintenance	1,174.41	316.36	858.05	1,033.28	351.61	681.67	1,037.51	271.03	766.48
9 Depreciation	-	-	-	-	-	-	-	-	-
10 Equipment Rent & Leases	892.47	474.54	417.93	785.23	527.42	257.81	788.43	406.54	381.89
11 Equipment Repair/Maintenance	513.85	474.54	39.31	452.10	527.42	(75.32)	463.95	406.54	47.41
12 Telecommunications	1,683.53	1,373.02	310.51	1,481.23	1,526.01	(44.78)	1,487.27	1,176.27	311.00
13 Utilities	4,308.22	1,127.52	3,180.70	3,790.50	1,253.15	2,537.35	3,805.98	965.95	2,840.03
14 Medical Supplies	-	-	-	-	-	-	-	-	-
15 Motor Equipment	659.21	222.40	436.81	579.99	247.18	332.81	582.37	190.53	391.84
16 Office Supplies	3,329.88	640.63	2,689.25	2,929.75	712.01	2,217.74	2,941.69	548.84	2,392.85
17 Other Supplies	1,778.52	1,087.02	691.50	1,564.80	1,208.15	356.65	1,571.19	931.26	639.93
18 Printing	135.22	63.27	71.95	118.98	70.32	48.66	119.46	54.21	65.25
19 Drug Testing	-	-	-	7,004.38	5,253.28	1,751.10	-	-	-
20 Laboratory Services/non-drug testing	-	-	-	-	-	-	-	-	-
21 Pharmaceutical	-	-	-	-	-	-	-	-	-
22 24 Hour Program: Food	-	-	-	-	-	-	-	-	-
23 24 Hour Program: Personal Needs Items	-	-	-	-	-	-	-	-	-
24 Client Transportation	2,028.35	300.54	1,727.81	1,784.62	334.05	1,450.57	1,781.89	257.47	1,534.42
25 Travel	1,893.12	896.26	996.86	1,665.63	996.13	669.50	1,672.43	767.83	904.60
26 Accounting/Auditing/Legal Fees	33.81	31.64	2.17	29.74	35.16	(5.42)	29.86	27.10	2.76
27 Dues and Subscriptions	33.81	50.62	(16.81)	29.74	56.26	(26.52)	29.86	43.36	(13.50)
28 Insurance	4,202.73	1,761.90	2,440.83	3,697.71	1,958.22	1,739.49	3,712.80	1,509.42	2,203.38
29 Staff Development/Training/Education	338.06	316.36	21.70	297.44	351.61	(54.17)	298.65	271.03	27.62
30 Tax/License/Fees	1,913.75	769.71	1,144.04	1,683.77	855.47	828.30	1,690.65	668.42	1,031.23
31 Other Business Services	471.93	379.63	92.30	415.22	421.94	(6.72)	416.91	325.24	91.67
32 Interpreter Services	1,014.17	2,343.00	(1,328.83)	892.30	2,604.00	(1,711.70)	895.95	2,008.00	(1,112.05)
33 Other: Outside Services	-	-	-	-	-	-	-	-	-
34 Other: Curriculum	-	-	-	-	-	-	-	-	-
35	-	-	-	-	-	-	-	-	-
Operating Expenses Total	46,238.25	21,909.15	24,329.10	47,686.30	29,603.64	18,082.66	40,847.97	18,770.43	22,077.54

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Schedule II- Operating Expense

Contractor: Mental Health Systems, Inc.

Contract #: 533989

Budget Period: 7/1/15-06/30/16

Amendment #: 14

NOTE: The number of Cost Centers must match the services as contracted. Also, use only approved Cost Center names and use additional pages as needed to avoid using unreadable font sizes.

Program Name Funding Source/Population	Re-Entry Drug Court			San Diego Center for Change			San Diego Center for Change		
	Outside Services			ADS DMC			General Population Treatment		
	Proposed Budget	Prior Approved	Increase/ (Decrease)	Proposed Budget	Prior Approved	Increase/ (Decrease)	Proposed Budget	Prior Approved	Increase/ (Decrease)
1 *Consultants (from Supplemental B)			-	591.00	216.00	375.00	535.00	244.00	291.00
2 **Flex Fund			-	-	-	-	-	-	-
3 *Gift Cards			-	-	-	-	-	-	-
4 *Interest Expense			-	-	-	-	-	-	-
5 *Leasehold Improvements			-	-	-	-	-	-	-
6 *Subcontracts (from Supplemental B)			-	-	-	-	-	-	-
7 Building Rent & Leases			-	12,801.00	4,140.00	8,661.00	11,615.00	4,680.00	6,935.00
8 Building Repairs/Maintenance			-	2,936.00	1,489.00	1,447.00	2,663.00	1,684.00	979.00
9 Depreciation			-	-	-	-	-	-	-
10 Equipment Rent & Leases			-	328.00	120.00	208.00	297.00	135.00	162.00
11 Equipment Repair/Maintenance			-	246.00	180.00	66.00	224.00	203.00	21.00
12 Telecommunications			-	836.00	305.00	531.00	759.00	346.00	413.00
13 Utilities			-	3,240.00	935.00	2,305.00	2,940.00	1,057.00	1,883.00
14 Medical Supplies			-	-	-	-	-	-	-
15 Minor Equipment			-	635.00	107.00	528.00	577.00	122.00	455.00
16 Office Supplies			-	1,188.00	239.00	949.00	1,079.00	258.50	810.50
17 Other Supplies			-	607.00	452.00	155.00	551.00	511.00	40.00
18 Printing			-	49.00	36.00	13.00	45.00	41.00	4.00
19 Drug Testing			-	5,966.00	4,013.00	1,953.00	6,141.00	4,814.00	1,327.00
20 Laboratory Services/non-drug testing			-	-	-	-	-	-	-
21 Pharmaceutical			-	-	-	-	-	-	-
22 24 Hour Program: Food			-	-	-	-	-	-	-
23 24 Hour Program: Personal Needs Items			-	-	-	-	-	-	-
24 Client Transportation			-	-	-	-	-	-	-
25 Travel			-	999.00	303.00	696.00	905.00	342.00	563.00
26 Accounting/Auditing/Legal Fees			-	17.00	24.00	(7.00)	15.00	27.00	(12.00)
27 Dues and Subscriptions			-	17.00	12.00	5.00	15.00	14.00	1.00
28 Insurance	976.01	839.78	136.23	2,240.00	762.00	1,478.00	1,998.00	706.00	1,293.00
29 Staff Development/Training/Education			-	164.00	120.00	44.00	149.00	135.00	14.00
30 Tax/License/Fees			-	1,692.00	481.00	1,211.00	1,536.00	543.00	993.00
31 Other Business Services			-	323.00	79.00	244.00	293.00	90.00	203.00
32 Interpreter Services			-	-	-	-	-	-	-
33 Other: Outside Services	195,110.00	97,716.99	97,393.01	-	-	-	-	-	-
34 Other: Curriculum			-	82.00	60.00	22.00	75.00	58.00	7.00
35			-	-	-	-	-	-	-
Operating Expenses Total	196,086.01	98,556.77	97,529.24	34,957.00	14,073.00	20,884.00	32,412.00	16,029.50	16,382.50

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Schedule II- Operating Expense

Contractor: Mental Health Systems, Inc.

Contract #: 533989

Budget Period: 7/1/15-06/30/16

Amendment #: 14

NOTE: The number of Cost Centers must match the services as contracted. Also, use only approved Cost Center names and use additional pages as needed to avoid using unreadable font sizes.

Program Name Funding Source/Population	San Diego Center for Change			San Diego Center for Change			San Diego Center for Change		
	General Population Recovery Services Case Management			NDMC Mental Health Case Management			ADS Other - Jumpstart Enhanced Service		
	Proposed Budget	Prior Approved	Increase/ (Decrease)	Proposed Budget	Prior Approved	Increase/ (Decrease)	Proposed Budget	Prior Approved	Increase/ (Decrease)
1 *Consultants (from Supplemental B)	1,059.00	505.00	554.00	334.00	222.00	112.00	1,081.00	613.00	468.00
2 **Flex Fund	-	-	-	-	-	-	-	-	-
3 *Gift Cards	-	-	-	-	-	-	-	-	-
4 *Interest Expense	-	-	-	-	-	-	-	-	-
5 *Leasehold Improvements	-	-	-	-	-	-	-	-	-
6 *Subcontracts (from Supplemental B)	-	-	-	-	-	-	-	-	-
7 Building Rent & Leases	22,961.00	9,698.00	13,263.00	7,252.00	4,260.00	2,992.00	23,443.00	11,764.00	11,679.00
8 Building Repairs/Maintenance	5,266.00	3,488.00	1,778.00	1,653.00	1,532.00	131.00	5,377.00	4,231.00	1,146.00
9 Depreciation	-	-	-	-	-	-	-	-	-
10 Equipment Rent & Leases	588.00	281.00	307.00	186.00	123.00	63.00	601.00	341.00	260.00
11 Equipment Repair/Maintenance	441.00	421.00	20.00	139.00	185.00	(46.00)	450.00	511.00	(61.00)
12 Telecommunications	1,500.00	716.00	784.00	474.00	315.00	159.00	1,531.00	868.00	663.00
13 Utilities	5,812.00	2,190.00	3,622.00	1,836.00	952.00	874.00	5,934.00	2,656.00	3,278.00
14 Medical Supplies	-	-	-	-	-	-	-	-	-
15 Minor Equipment	1,140.00	253.00	887.00	360.00	111.00	249.00	1,163.00	307.00	856.00
16 Office Supplies	2,133.00	562.00	1,571.00	673.00	247.00	426.00	2,177.00	683.00	1,494.00
17 Other Supplies	1,089.00	1,060.00	29.00	344.00	465.00	(121.00)	1,112.00	1,285.00	(173.00)
18 Printing	88.00	84.00	4.00	28.00	37.00	(9.00)	90.00	102.00	(12.00)
19 Drug Testing	-	-	-	-	-	-	12,893.00	8,673.00	4,220.00
20 Laboratory Services/non-drug testing	-	-	-	-	-	-	-	-	-
21 Pharmaceutical	-	-	-	-	-	-	-	-	-
22 24 Hour Program: Food	-	-	-	-	-	-	-	-	-
23 24 Hour Program: Personal Needs Items	-	-	-	-	-	-	-	-	-
24 Client Transportation	-	-	-	-	-	-	-	-	-
25 Travel	1,791.00	710.00	1,081.00	566.00	311.00	255.00	1,829.00	861.00	968.00
26 Accounting/Auditing/Legal Fees	29.00	56.00	(27.00)	9.00	25.00	(16.00)	30.00	68.00	(38.00)
27 Dues and Subscriptions	29.00	28.00	1.00	9.00	12.00	(3.00)	30.00	34.00	(4.00)
28 Insurance	4,017.00	1,785.00	2,232.00	1,269.00	783.00	486.00	4,101.00	2,163.00	1,938.00
29 Staff Development/Training/Education	294.00	281.00	13.00	93.00	123.00	(30.00)	300.00	341.00	(41.00)
30 Tax/License/Fees	3,036.00	1,126.00	1,910.00	959.00	495.00	464.00	3,099.00	1,366.00	1,733.00
31 Other Business Services	579.00	184.00	395.00	183.00	81.00	102.00	592.00	223.00	369.00
32 Interpreter Services	-	-	-	-	-	-	-	-	-
33 Other: Outside Services	-	-	-	-	-	-	-	-	-
34 Other: Curriculum	147.00	140.00	7.00	46.00	62.00	(16.00)	150.00	170.00	(20.00)
35	-	-	-	-	-	-	-	-	-
Operating Expenses Total	51,999.00	23,568.00	28,431.00	18,423.00	10,351.00	8,072.00	65,983.00	37,260.00	28,723.00

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Schedule II- Operating Expense

Contractor: Mental Health Systems, Inc.

Contract #: 533989

Budget Period: 7/1/15-06/30/16

Amendment #: 14

NOTE: The number of Cost Centers must match the services as contracted. Also, use only approved Cost Center names and use additional pages as needed to avoid using unreadable font sizes.

Program Name Funding Source/Population	San Diego Center for Change		
	Outside Services		
	Proposed Budget	Prior Approved	Increase/ (Decrease)
1 *Consultants (from Supplemental B)	-	-	-
2 **Flex Fund	-	-	-
3 *Gift Cards	-	-	-
4 *Interest Expense	-	-	-
5 *Leasehold Improvements	-	-	-
6 *Subcontracts (from Supplemental B)	-	-	-
7 Building Rent & Leases	-	-	-
8 Building Repairs/Maintenance	-	-	-
9 Depreciation	-	-	-
10 Equipment Rent & Leases	-	-	-
11 Equipment Repair/Maintenance	-	-	-
12 Telecommunications	-	-	-
13 Utilities	-	-	-
14 Medical Supplies	-	-	-
15 Minor Equipment	-	-	-
16 Office Supplies	-	-	-
17 Other Supplies	-	-	-
18 Printing	-	-	-
19 Drug Testing	-	-	-
20 Laboratory Services/non-drug testing	-	-	-
21 Pharmaceutical	-	-	-
22 24 Hour Program: Food	-	-	-
23 24 Hour Program: Personal Needs Items	-	-	-
24 Client Transportation	-	-	-
25 Travel	-	-	-
26 Accounting/Auditing/Legal Fees	-	-	-
27 Dues and Subscriptions	-	-	-
28 Insurance	32.00	157.50	(125.50)
29 Staff Development/Training/Education	-	-	-
30 Tax/License/Fees	-	-	-
31 Other Business Services	-	-	-
32 Interpreter Services	-	-	-
33 Other: Outside Services	35,972.00	17,940.00	18,032.00
34 Other: Curriculum	-	-	-
35	-	-	-
Operating Expenses Total	36,004.00	18,097.50	17,906.50

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Schedule III- Indirect Cost

Contractor: Mental Health Systems, Inc.
Contract #: 533989

Budget Period: 7/1/15-6/30/16
Amendment #: 14

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Schedule III- Indirect Cost

Contractor: Mental Health Systems, Inc.
Contract #: 533989

Program Name	TOTAL	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	Re-Entry Drug Court	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change	San Diego Center for Change
		ADS DMC	Parolee Re-Entry Treatment	Parolee Re-Entry Case Management/ Recovery Services	AB 109 Treatment	AB 109 Case Management	Outside Services	ADS DMC	General Population Treatment	General Population Recovery Services Case Management	ADMC Mental Health Case Management	ADG Other - Jumpstart Enhancement Services	Outside Services
Salaries and Benefits	833,753.00	-	90,545.00	115,025.00	98,903.00	101,682.00	-	73,693.00	79,409.00	78,323.00	27,358.00	168,815.00	-
Operating Expense	682,640.00	-	14,093.47	46,238.25	47,686.30	40,847.97	196,086.01	34,957.00	32,412.00	51,999.00	18,423.00	65,983.00	35,004.00
Fixed Asset	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Direct Cost (S&B, Operating Expense & Fixed Assets)	1,416,393.00	-	104,548.47	161,263.25	146,589.30	142,529.97	196,086.01	108,650.00	111,821.00	130,322.00	43,781.00	234,798.00	35,004.00
Less: Subcontract over \$25,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Other Distorting Items	-	-	-	-	-	-	-	-	-	-	-	-	-
Gross Direct Cost Net of Distorting Items	1,416,393.00	-	104,548.47	161,263.25	146,589.30	142,529.97	196,086.01	108,650.00	111,821.00	130,322.00	43,781.00	234,798.00	35,004.00
Indirect Cost	213,877.00	-	15,788.23	24,350.75	22,135.00	21,522.03	29,608.99	16,406.00	16,887.00	16,678.00	6,611.00	33,454.00	5,438.00
Indirect Cost Rate (based on Net Direct Cost)	15.10%	-	15.10%	15.10%	15.10%	15.10%	15.10%	15.10%	15.10%	15.10%	15.10%	15.10%	15.10%
Indirect Cost Rate (based on Salaries and Benefits)	25.66%	-	17.44%	21.17%	22.38%	21.17%	22.26%	21.27%	25.12%	24.16%	21.00%	21.00%	21.00%
Indirect Cost Rate (based on Operating Expenses)	36.71%	-	112.75%	52.66%	46.42%	52.69%	15.10%	46.83%	52.10%	37.84%	40.25%	53.73%	15.10%

Number of Estimated Indirect FTE

0.66

Have Federal Approved Indirect Rate?

☒ YES

☐ NO

If YES, Indicate Rate

15.10%

INDIRECT COST METHODOLOGY (Please check one)

☒ Using methodology described in Submitted Cost Allocation Plan (CAP)

☐ Using Federal Approved Indirect Rate

NOTE: Proposed indirect rate cannot exceed the federal approved indirect rate.

☐ Others - Describe method in the box below

OTHER INDIRECT COST METHODOLOGY

Describe departments/functions included in indirect costs (e.g. HR, IT, QA, etc.)

Corporate Administration, Division Management & Development, Purchasing, Human Resources, Facilities Management, Risk Management, Accounting & Information Technology.

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Supplemental A - Fixed Asset (over \$5,000)

Contractor: Mental Health Systems, Inc. Budget Period: 7/1/15-06/30/16
 Contract #: 533989 Amendment #: 12

Fixed Assets: Cost of \$5,000 or above Per Unit - Useful Life of One Year or More:				PROGRAM NAME	PROGRAM NAME	PROGRAM NAME	PROGRAM NAME	PROGRAM NAME	PROGRAM NAME	PROGRAM NAME
Description of Fixed Asset	# of Units	Cost per Unit	Total Cost	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE
				Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
Total Fixed Assets				-	-	-	-	-	-	-

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Supplemental A - Fixed Asset (over \$5,000)

Contractor: Mental Health Systems, Inc.
Contract #: 533989

Budget Period: 7/1/15-06/30/16
Amendment #: 14

Fixed Assets: Cost of \$5,000 or above Per Unit - Useful Life of One Year or More:				PROGRAM NAME	PROGRAM NAME	PROGRAM NAME	PROGRAM NAME	PROGRAM NAME
Description of Fixed Asset	# of Units	Cost per Unit	Total Cost	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE	FUNDNG SOURCE
				Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
Total Fixed Assets				-	-	-	-	-

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES

Exhibit C Supplemental B - Subcontract Agreements

Contractor: Mental Health Systems, Inc.
 Program: Re-Entry Drug Court
 Budget Period: 7/1/15-06/30/16

Contract #: 533989
 Funding Source: Various
 Address: 2136 El Cajon Blvd

Amendment #: 14
 State Provider Code: 37-8544
 D/M-C Provider Code: 8544

REMINDER: Submit all Subcontract agreements to COR (take from Contract Template). Remember to obtain written COR concurrence.

CONSULTANTS			PROPOSED BUDGET					PRIOR APPROVED BUDGET					NET CHANGE / INCREASE (DECREASE)				
NAME	AGENCY	POSITION CLASS	Direct Hrs	Admin Months	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount
Michael Markopoulos	Independent	Clinical Supervisor		12.00	300.00	-	3,600.00		6.00	300.00	-	1,800.00	-	6.00	-	-	1,800.00
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
TOTAL CONSULTANT COSTS				12.00		-	3,600.00		6.00		-	1,800.00		6.00		-	1,800.00

SUBCONTRACT			PROPOSED BUDGET					PRIOR APPROVED BUDGET					NET CHANGE / INCREASE (DECREASE)				
NAME	AGENCY	POSITION CLASS	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
TOTAL SUBCONTRACT COSTS						-	-				-	-	-	-	-	-	-

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES

Exhibit C Supplemental B - Subcontract Agreements

Contractor: Mental Health Systems, Inc.
 Program: San Diego Center for Change
 Budget Period: 7/1/15-06/30/16

Contract #: 533989
 Funding Source: Various
 Address: 3340 Kemper Street

Amendment #: 14
 State Provider Code: 37-8544
 D/M-C Provider Code: 8544

REMINDER: Submit all Subcontract agreements to COR together with budget or no later than June 30. Remember to obtain written COR concurrence.

CONSULTANTS			PROPOSED BUDGET					PRIOR APPROVED BUDGET					NET CHANGE / INCREASE (DECREASE)				
NAME	AGENCY	POSITION CLASS	Direct Hrs	Admin Months	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount
Michael Markopoulos	Independent	Consultants - Clinical Supervisor		12.00	300.00	-	3,600.00		6.00	300.00	-	1,800.00	-	6.00	-	-	1,800.00
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
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						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
TOTAL CONSULTANT COSTS				12.00		-	3,600.00		6.00		-	1,800.00		6.00		-	1,800.00
SUBCONTRACT			PROPOSED BUDGET					PRIOR APPROVED BUDGET					NET CHANGE / INCREASE (DECREASE)				
NAME	AGENCY	POSITION CLASS	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount	Direct Hrs	Admin Hrs	Rate	Direct Amount	Admin Amount
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
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						-	-				-	-	-	-	-	-	-
						-	-				-	-	-	-	-	-	-
TOTAL SUBCONTRACT COSTS						-	-				-	-	-	-	-	-	-

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C Supplemental I - Gift Card Preapproval

Contractor: Mental Health Systems, Inc.

Budget Period: 7/1/15-06/30/16

Contract #: 533989

Amendment #: 1

GIFT CARD: Anticipated item description and purpose	TOTAL		PROGRAM NAME		PROGRAM NAME		PROGRAM NAME	
	ROLL UP		FUNDING SOURCE		FUNDING SOURCE		FUNDING SOURCE	
	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1 for client needs in an emergency to cover....	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-

Checklist

- ☐ Have adequate internal controls and procedures in place to mitigate misappropriation of Gift Cards
- ☐ Gift Cards maintained in a secured and locked environment accessible only to the designated Contractor employees.
- ☐ Gift Card are accounted for by receipts, tracking system and follow the Contractor's internal purchase policies.

Disbursement of Gift Cards are accounted for by a tracking system that indicates at a minimum: full name of the recipient, amount of the Gift Card, date disbursed, two full signatures one of which must be a Contractor employee. If both signatures are those of contract employees, one must be a supervisor.

- ☐ Gift Card purchase receipts, tracking logs, and internal policies shall be available for COR review and inspection at any time.
- ☐ In the event Contractor discovers misappropriation of Gift Cards, Contractor must contact assigned BHS COR within one business day of the occurrence.
- ☐ Gift card purchase receipts, tracking log and internal policies shall be available to COR or Designee review and inspection at any time.
- ☐ Gift cards directly benefit clients and program objectives

Records to support the use of gift cards shall be available for in-depth review visits. Gift Cards that are not used or disbursed at the end of their original approved contract year must be justified and pre-approved (again) prior to being used in the next or any future contract years.

Prepared By (Sign & Date)

Type Name & Title

Date Submitted

Phone number:

COR APPROVAL (Sign & Date)

Date Approved

Note: If any revisions to this form are needed, re-submit the form (by email) to COR with requested changes.

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C - Contract Budget - Line Item Justification

Contractor: Mental Health Systems, Inc. Contract #: 533989 Amendment #: 14
 Budget Period: 7/1/15-06/30/16 State Provider Code: 37- 37-8544 D/M-C Provider Code: _____

Background & Instructions: The following information is required of Contractor when submitting contract budgets adjustments and with new contracts.

LINE ITEM: Consultants (Services rendered by persons who are members of a particular profession or possess a special skill and who are not officers or employees of the contractor) (Provide a Brief Description & Justification): Consultant fees reflect the expense of utilizing Medical Directors outside of the MHS, Inc. staff.	Total Amount \$ 7,200
LINE ITEM: Building Rent or Lease **Rent cannot be claimed if you own the building** (Provide a Brief Description & Justification): This amount is comprised of building rent or lease for office space.	Total Amount \$ 133,140
LINE ITEM: Building Repair & Maintenance (Provide a Brief Description/Justification): Minor repairs and maintenance for facility including, but not limited to replacement of locks, minor breakage, internal phone line repairs, and other repairs required for safe operation of the program at the leased facility. This also includes the cleaning of the building and alarm service.	Total Amount \$ 21,379
LINE ITEM: Equipment Rent & Lease (e.g., copiers, fax machines, vehicles, point-of-sale equipment, etc.) (Provide a Brief Description & Justification): Expenses are for rental or leasing of equipment that may be needed at facility including a copier	Total Amount \$ 4,640
LINE ITEM: Equipment Repair & Maintenance (Provide a Brief Description & Justification): Equipment Repairs/Maintenance encompasses the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones.	Total Amount \$ 3,020
LINE ITEM: Telecommunications (e.g., internet, telephone, long distance, cell phones, cable or satellite TV, etc.) (Provide a Brief Description & Justification): Includes expense for purchase, installation and recurring costs of telephones, pagers, fax machine, internet services and LAN phone service. Expenses may be somewhat greater or less for individual months.	Total Amount \$ 10,080
LINE ITEM: Utilities (e.g., gas, electricity, water, sewer, burglar alarm, etc.) (Provide a Brief Description & Justification): Covers utilities such as electricity, gas/propane, water and waste disposal for the building.	Total Amount \$ 32,506
LINE ITEM: Minor Equipment (Item cost between \$100 - \$5,000)	Total Amount

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C - Contract Budget - Line Item Justification

Contractor: Mental Health Systems, Inc. Contract #: 533989 Amendment #: 14
 Budget Period: 7/1/15-06/30/16 State Provider Code: 37- 37-8544 D/M-C Provider Code:

Background & Instructions: The following information is required of Contractor when submitting contract budgets adjustments and with new contracts.

LINE ITEM: Minor Equipment (from cost between 0 and 10,000)	\$ 5,825
(Provide a Brief Description & Justification): Represents minor equipment purchases such as phones, cell phones, calculators, printers, CPU and monitors, fax machines, or furniture for replacement purposes of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired. Expenses cannot be attributed to a specific amount per month.	
LINE ITEM: Office Supplies	Total Amount \$ 17,100
(Provide a Brief Description & Justification): Represents supplies utilized for program operation, including office supplies (paper, pens, pencils, folders, staples, paper clips, printer cartridges, floppy disks, binders, folder tabs, etc.), and postage. This also includes supplies for equipment like extension cords, and surge protectors. Expenses cannot be attributed to a specific amount per month. This also pays for housekeeping supplies such as cleaning products, bathroom products, non stationary paper goods, cleaning and trash supplies.	
LINE ITEM: Other Supplies ***No food, beverages or food supplies***	Total Amount \$ 8,964
(Provide a Brief Description & Justification): Software expenses are included, but are not limited to program related software expenses. These are software expenses needed for items such as assessment tools (ASUS, Phases and other client tracking data gathering programs) as well as updates. Also covers cost to purchase supplies used by clients for their academic support and payment for supplies and services for client recreational and occupational therapy as well as the rewarding of behaviors as client goals are reached.	
LINE ITEM: Printing	Total Amount \$ 700
(Provide a Brief Description & Justification): Includes costs for employment advertisements, printing of brochures, stationery, business cards, and curriculum. Printing expenses for the production of client materials to orient them to the program and for information materials for other referral sources, which assist in treatment.	
LINE ITEM: Drug Testing	Total Amount \$ 37,000
(Provide a Brief Description & Justification): Drug Testing consists of laboratory costs, labor costs, and the associative direct and indirect expenses for conducting, processing and administering urinalysis drug screening. Other drug testing technologies may be provided for as allowed.	
LINE ITEM: Client Transportation (e.g., Bus Passes/Tokens, Day Trippers, etc.)	Total Amount \$ 6,000
(Provide a Brief Description & Justification): Represents the cost of transporting clients (gas for van, bus pass vouchers). Also includes bus passes and tokens for client transportation needs.	
LINE ITEM: Travel (includes mileage reimbursement) ***Must adhere to GSA and IRS limits***	Total Amount \$ 11,690
(Provide a Brief Description & Justification): Travel includes reimbursements for mileage for staff traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities.	
LINE ITEM: Accounting, Auditing and Legal Fees	Total Amount

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES

Exhibit C - Contract Budget - Line Item Justification

Contractor: Mental Health Systems, Inc.Contract #: 533989Amendment #: 14Budget Period: 7/1/15-06/30/16State Provider Code: 37- 37-8544 D/M-C Provider Code: _____

Background & Instructions: The following information is required of Contractor when submitting contract budgets adjustments and with new contracts.

LINE ITEM: Accounting, Auditing and Legal Fees	\$ 200
(Provide a Brief Description & Justification): Covers financial and accounting fees incurred by this program, including the required Federal Office of Management and Budget (OMB-133) audit.	
LINE ITEM: Dues & Subscription	Total Amount \$ 200
(Provide a Brief Description & Justification): Dues & Subscriptions are comprised of membership fees to substance abuse/behavioral health agencies, business licensing fees as well as subscriptions to professional trade journals and newsletters.	
LINE ITEM: Insurance (e.g., worker's compensation, professional liability, etc.)	Total Amount \$ 27,065
(Provide a Brief Description & Justification): Insurance consists of professional liability insurance, which is pro-rated to this program based upon the ratio of program expenses (excluding purchased services) divided by program expenses for all MHS programs during each period of allocation. Workers' compensation insurance based upon workers' compensation ratings for employee classifications in this program applied through actual hours worked. Unemployment Insurance is calculated on the first \$7,000 of employee salaries (calendar year). This line also includes insurance for Auto's, Commercial,	
LINE ITEM: Staff Training & Education ***Must benefit Contract/Program/Cost Center***	Total Amount \$ 2,000
(Provide a Brief Description & Justification): Staff Development/Training costs include CPR and First Aid trainings for staff, registrations for staff development and trainings held in collaboration with the program's mission. Also included are service fees and cost of supplies for hosting and providing community trainings.	
LINE ITEM: Tax/Licenses/Fees (e.g., Professional Licenses, Memberships)	Total Amount \$ 15,983.00
(Provide a Brief Description & Justification): Represents Municipality licenses (fire inspections, permits, etc) paid on an annual basis. Building and professional licensing fees, staff license and certification renewals, etc.	
LINE ITEM: Other Business Services (e.g., printing, background check for employees/volunteers, recruitment, advertising, professional subscriptions, FedEx, UPS, US Postal Service, etc.) ***No business meals, food, beverages or food supplies***	Total Amount \$ 3,366
(Provide a Brief Description & Justification): Other Business Services Expenses are comprised of the costs associated with banking services (which does not include interest expense), and other miscellaneous services. Also includes associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, and fingerprinting.	
LINE ITEM: Interpreter Services	Total Amount \$ 3,000
(Provide a Brief Description & Justification): Represents the costs of providing interpreting services through Interpreters Unlimited	

HEALTH AND HUMAN SERVICES AGENCY - BEHAVIORAL HEALTH SERVICES
Exhibit C - Contract Budget - Line Item Justification

Contractor: Mental Health Systems, Inc. Contract #: 533989 Amendment #: 14
Budget Period: 7/1/15-06/30/16 State Provider Code: 37- 37-8544 D/M-C Provider Code: _____

Background & Instructions: The following information is required of Contractor when submitting contract budgets adjustments and with new contracts.

Other: Outside Services	Total Amount \$ 231,082
(Provide a Brief Description & Justification): Represents the costs of Outside Services for residential and sober living facilities.	
Other: Curriculum	Total Amount \$ 500
(Provide a Brief Description & Justification): Cost of curriculum provided to the clients	